



Gaston County Schools

Student Success Coordinator

Definition

An employee in this position is a Teacher Assistant who is proficient in data analysis, Student Services Management Team (SSMT), and computer software such as Home Base, Plato, North Carolina Virtual Public High School (NCVPHS), Microsoft Excel and Access. The Student Success Coordinator (SSC) must be able to work flexible hours including Saturday from 8:30 am to 12:30 pm. This employee must be able to work daily from 8:30 am to 3:00 pm or 9:30 am to 4:30 pm. The purpose of this position is Student Management including student attendance, tardies, and other duties assigned by the Administration.

Duties and Responsibilities

- **Student Services Management Team**
 - Attends and leads SSMT meetings.
 - Keeps accurate logs and transcripts of all meetings.
 - Follows up with all actions from the SSMT meetings.
 - Reports on items from previous SSMT meetings at forthcoming meetings.
 - Works closely with the Guidance Counselor, School Nurse, and Social Worker in relation to student issues.
 - Sends out meeting notices to all personnel required to attend SSMT meetings on a weekly basis.
 - Acts as the contact person for all issues needing SSMT attention such as SSMT referral forms given to this employee prior to each meeting.

- **Attendance**
 - Tracks period attendance and tardies on a daily basis.
 - Briefs the Principal, Assistant Principal, and SSMT on a weekly basis on students who are not attending school on a regular basis.
 - Manages the attendance recovery policy.
 - Manages the attendance make-up process and contacts parents about the tardy and attendance issues via Connect-Ed on a daily basis.

- **North Carolina Virtual Public High School (NCVPHS)**
 - Registers and enrolls students for Learn and Earn and NCVPHS courses.
 - Tracks the student's grades and log-in time.
 - Works with teachers to update them on each student and the progress in the course.
 - Communicates with the virtual teacher and the Learn and Earn instructor.

- **Credit Recovery During the School Day**
 - Works with counselors to determine which students could benefit from attending credit recovery.
 - Manages the students using PLATO and Study Island.
 - Submits grade changes to the Data Manager.

- **Grade Recovery**
 - Implements Cherryville High School's Grade Recovery Program for the CORE subject areas using PLATO and Study Island.
 - Develops a list of students needing grade recovery and works with teachers to ensure all



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qualified students attend grade recovery.

- Contacts the parent of each student attending grade recovery.
- Collects the contracts from the students.

- **Data Analysis**
 - Attends data guru meetings and works with all data files.
 - Develops and presents data during faculty meetings.
 - Presents reports and analysis of all school data to the Principal and Assistant Principal as required.

- **Academic Student Tracking**
 - Extracts reports from Home Base for students failing each six weeks and semester.
 - Works with the Guidance Counselor and teachers of students failing at the interim and six weeks grading period.
 - Produces and prints interim reports, six weeks reports, and end of semester failure reports.
 - Briefs and Principal and the Assistant Principal on all reports.

- **Discipline**
 - Executes the School Wide Discipline Plan which requires students to attend After School Detention (ASD) when they are disciplined for minor violations.
 - Contacts parents when students are assigned ASD and Saturday School.

- **Web-based Program**
 - Trains the staff on PLATO, Study Island, and any new web-based programs. Will be responsible for using PLATO and Study Island for grade recovery.

- **Saturday School Notices**
 - Contacts parents and students.
 - Provides a letter to students who have to attend Saturday School.

- Performs other related work as required.

Knowledge, Skills and Abilities

- Knowledgeable and skilled in the use of Microsoft Excel to write formulas and use the majority of the functions to analyze data.
- Knowledgeable and skilled in the use of Microsoft Access to manage and organize large amounts of data.
- Knowledgeable and skilled in the use of Home Base to produce reports for attendance, tardies, and grades.
- Ability to use Connect-Ed to contact parents when students have a large number of tardies or have a history of not attending school on a regular basis.
- Ability to organize materials.
- Ability to follow written and oral instructions.
- Ability to develop and maintain an effective working relationship with students, parents, teachers, and administrators.
- Ability to work independently to accomplish assigned tasks.
- Ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.



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- Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to prepare a variety of correspondence, reports, handbooks, forms, lists, etc.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions and to deal with several abstract and concrete variables.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.
- Ability to deal with people beyond giving and receiving instructions.
- Ability to consult with parents, teachers and the community to enhance the learning of students.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee is occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 25 pounds. Must be able to exert up to 25 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

Minimum Education and Experience

- Graduation from high school, preferably with one to two years of experience working with children.
- Must have a minimum of 48 semester hours from a regionally accredited college/university.

This Position Reports Directly to: Principal and Assistant Principal

Classification: Non-Exempt

Salary: Grade 54-00 (Entry level)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.



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HOW TO APPLY:

Outside Applicants:

Visit **Gaston County Schools** website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Copies of college transcripts (degree dated)
- Three completed current Reference Surveys (from non Gaston County Schools employees) in Applitrack application or three current letters of recommendation or a combination of the two

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Audrey Devine, Principal
Stuart Cramer High School
240 Eighth Avenue
Cramerton NC 28032
Email: aadevine@gaston.k12.nc.us