

**Job Title:** High School Graduation-College and Career Specialist

**Location:** Lancaster School District / Lancaster Promise Neighborhood

**Reports to:** Research and Development

**Job Summary:** The High School Graduation and Community Liaison Specialist will support high school students in achieving graduation and successful transition into the workforce or higher education. This role involves coordinating with various stakeholders, providing direct support to students, integrating vocational and academic skills, and facilitating career planning and dropout prevention. The Specialist will serve as a liaison between the school district, Lancaster Promise Neighborhood, service providers, parents, and the broader community to optimize student outcomes.

**Essential Job Functions:**

**1. Student Support and Guidance:**

- Provide individual and group assistance to high school students regarding graduation and completion.
- Analyze data to identify students or subgroups at risk of not graduating.
- Plan, implement, and track individual high school graduation plans.
- Identify and resolve barriers to graduation.
- Provide transition programs and activities for students at grade band transitions (elementary to middle school, middle to high school)

**2. Career and Vocational Integration:**

- Teach students appropriate workplace social skills and workplace ethics.
- Assist students in developing skills and attitudes necessary for paid employment.
- Work with vocational and academic teachers to integrate vocational and academic skills into curricula.

**3. Community and Business Engagement:**

- Communicate with business leaders to increase awareness of student employment potential.
- Provide employment awareness opportunities such as arranging field trips and securing speakers.
- Serve as a point of contact between Lancaster Promise Neighborhood, Lancaster School District, and service providers.

**4. Program Coordination and Management:**

- Coordinate and manage special programs or projects.
- Schedule and conduct career assessments for students.
- Monitor and evaluate student progress regarding work performance.

**5. Intervention and Dropout Prevention:**

- Provide early identification and intervention for students at risk of failing or leaving school.
- Develop and implement individualized intervention plans.
- Meet with school personnel, counselors, SROs, and others to link dropout prevention efforts.
- Make home visits as needed in consultation with the principals.

**6. Administrative and Clerical Support:**

- Maintain accurate and confidential records of client interactions, assessments, and service plans.
- Generate regular reports on program outcomes.
- Perform general administrative tasks including typing, emailing, copying, filing, and scheduling appointments.

**7. Professional Development and Collaboration:**

- Keep abreast of developments and innovations in the profession.

- Participate in committees, task forces, boards, and student meetings as appropriate.
- Enhance collaboration between service providers and the school district to optimize service delivery.

**Additional Duties:**

- Coordinate student service projects.
- Provide direct services in intervention, assessment, and referral to prevent students from dropping out.
- Establish and maintain professional rapport with students, parents, and community agencies.
- Research, evaluate, and present best practices in dropout prevention and recovery strategies.

**Qualifications:**

- Bachelor's degree in education, social work, psychology, or a related field; Master's degree preferred.
- Dropout prevention certification preferred.
- Proven experience in family services, student support, or a related field.
- Strong interpersonal, communication, and organizational skills.
- Knowledge of community resources and support services.
- Ability to work collaboratively with diverse populations.
- Sensitivity to cultural differences and commitment to diversity and inclusion.

**Physical and Equipment Requirements:**

- Operate a variety of office equipment including computers, telephones, audio-visual equipment, calculators, fax machines, and copiers.
- Ability to make home visits as required.

**Supervision:**

- Reports to the designated supervisor within the Lancaster School District.