



## MOUNTAIN EDUCATION

### Job Description

Position Title: <b>Grad Coach</b>	
Division/Department: Student Services	Evaluation Instrument: Student Support
Pay Rate: \$35/hour	Employment Basis: Part-Time, As Needed
Reports To: Principal	
<b>MINIMUM QUALIFICATIONS</b>	
<b>Education:</b> Bachelor's Degree <b>Certification:</b> Valid certificate from Georgia PSC <b>Experience:</b> Demonstrated ability to communicate effectively and form relationships with teenagers.	
Such alternatives to the above qualifications as the Board may find appropriate and acceptable	
<b>GOAL STATEMENT</b>	
To facilitate each student's path to graduation by providing individualized support, encouragement, and advisement regarding postsecondary planning; to manage student incentive and recognition programs; to facilitate activities that promote sense of community and belonging	
<b>DUTIES &amp; RESPONSIBILITIES</b>	
<b>Job Specific</b> <ol style="list-style-type: none"><li>Promote student engagement through the use of student recognition/incentives programs.</li><li>Promote graduation goal-setting with all students.</li><li>Assist with the campus senior room as appropriate.</li><li>Ensure that all graduating seniors have an articulated plan for the future (work, military, postsecondary education, etc.) and are aware of the steps necessary to achieve stated goals.</li><li>Conduct Senior Interviews.</li><li>Ensure each student's compliance with BRIDGE Requirements</li><li>Develop a senior list and track progress towards graduation.</li><li>Coordinate interventions to help students complete graduation requirements</li><li>Serve as Graduation Coordinator on campus<ol style="list-style-type: none"><li>Coordinate graduation ceremony activities.</li><li>Maintain a list of graduates who may participate in the ceremony.</li><li>Coordinate with other Student Services personnel in organizing the graduation ceremony.</li><li>Participate in annual Graduation Planning Meetings.</li></ol></li><li>Participate as a member of the Student Services Team by attending monthly meetings, providing information for the Wellness Report, and assisting with planned events.</li></ol>	
<b>General</b> <ol style="list-style-type: none"><li>Supervision of students in an ME setting.</li><li>Ensure the integrity, accuracy, and security of all records.</li><li>Maintain a high level of ethical behavior and confidentiality of information.</li><li>Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently.</li><li>Participate in professional learning as assigned.</li><li>Communicate clearly and concisely, both orally and in writing.</li><li>Demonstrate appropriate verbal, written and telephone communication skills.</li><li>Complete routine tasks with little or no direct supervision.</li><li>Able to perform tasks involving periods of standing, walking, and sitting.</li><li>Able to perform the essential job functions with reasonable accommodations.</li><li>Perform other duties as assigned.</li></ol>	
<b>IMPORTANT NOTES</b>	
<b>ESSENTIAL DUTIES</b> <p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p>	
<b>MINIMUM REQUIREMENTS</b> <p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>	
Revised: January 2024	