

Job Description for
Graduation Specialist Instructional
Assistant

SUMMARY

A Graduation Specialist Instructional Assistant is engaged in high school graduation assistance activities, including but not limited to working with students, school faculty and staff, parents, and guardians. The Graduation Specialist Instructional Assistant will assist all high school students, individually and in groups, regarding high school graduation and completion, including but not limited to analyzing data to identify students or subgroups with potential high school graduation problems; planning, implementing, and tracking individual high school graduation plans; identifying and resolving barriers to graduation; and facilitating career choices and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Graduation Specialist Instructional Assistant shall work to improve graduation rates for all population subgroups within the school by performing the following duties and responsibilities.

- Provide academic assistance in core content/college-career-ready strategies for 9th-12th grade students.
 - Utilize the components of a profile of characteristics of potential dropouts with the high probability of not graduating;
 - Collaborate with feeder middle school(s) to utilize the components of a profile of characteristics of potential dropouts to identify middle school students with the high probability of not graduating;
 - Monitor progress of students scoring significantly below proficiency levels;
 - Conduct an analysis that focuses on data for individual students and subgroups such as:
 - State Standardized Tests: GEE
 - National Standardized Tests: SAT and ACT
 - Local Records: attendance records, behavior records, records of teacher conferences, grade retention records, and records of credits earned;
 - Develop and implement individual intervention strategies to increase the likelihood that these students will stay in school and graduate;
 - Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals;
 - Track the progress of individual and subpopulations of students as they progress toward graduation;
 - Identify and link social agencies with youth at risk of not graduating and their parents/guardians;
 - Conduct quarterly vertical team meetings among elementary, middle, and high school faculty and staff to develop action steps to improve individual student and subgroup transition success rates;
 - Provide and submit reports to the Superintendent on the graduation status of seniors;
-