

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Coach, Graduation	<b>Department/School:</b>	Curriculum and Instruction
<b>Pay Information:</b>	Teacher Compensation Plan Days: 187	<b>Supervised By:</b>	Campus Principal
<b>FLSA:</b>	Exempt	<b>Date Revised:</b>	July 2013

**Primary Purpose:**

Develop intervention plans for students at risk of not graduating with an emphasis on current Seniors.

**Qualifications (Experience/Education/Certification):**

Master's degree and valid Texas teaching certificate.

**Major Responsibilities:**

- Collaborates with campus counselors to develop intervention plans for students at risk of not graduating with an emphasis on current Seniors.
- Meets regularly with at risk students to monitor intervention plan and progress toward goal of graduation.
- Reaches out to high school leaders in the district to encourage potential drop-outs to return and finish high school.
- Intervenes with students whose developmental needs, personal concerns, or problems affect their continued educational, career, personal or social development.
- Works closely with E2020 instructors to monitor student progress in Credit Recovery during the school day and in Twilight School.
- Recruits and supports students to take advantage of all credit recovery opportunities including E2020, Twilight School, Summer School Now and Saturday School.
- Participates in district counselor meetings, professional development and the high school counselor Professional Learning Community.
- Addresses the special needs of students who are at risk of dropping out of school, becoming substance abusers, participating in gang activity, or committing suicide.
- Consults with a student's parent or guardian and makes referrals as appropriate in consultation with the student's parent or guardian.
- Consults with school staff, parents, and other community members to help them increase the effectiveness of student education and promote student success.
- Coordinates people and resources in the school, home, and community to support achievement.
- Supports improving student achievement and school functioning as a critical role including assisting with drop out recovery efforts.
- Accepts responsibility for self-directed professional development through continuous efforts to improve their competence in meeting and exceeding standards in performing their jobs.
- Maintains collaborative inter-professional relationships.
- Identify other support services that can assist the student. Act as a liaison between student and services.
- Assume overall responsibility for program implementation and results.
- Maintain professional competence through in-service education activities provided by the district and in self-selected professional growth activities.
- Establishing and maintaining effective open communication with students, parents, teachers, administrators and district level staff; participate in staff professional learning activities.
- Collaborating with district level staff as needed.
- Conserve electricity as outlined in the districts energy management plan.

**Special Knowledge/Skills:**

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures, including guidance and counseling.
- Knowledge of growth and developmental stages of youth, counseling procedures, student appraisal, and career development.
- Knowledge of curriculum and instruction.
- Skill in instructing students and managing their behavior.
- Skill in communicating effectively with others.
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers.
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets.
- Skill in working in collaborative team-based environments.

**Supervisory Responsibilities:**

None

**Working Conditions (Mental Demands/Physical Demands/Environmental Demands):**

Maintain emotional control under stress; must be able to lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required. The district shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, sex, or national origin. Nor shall the district limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, sex or national origin.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_