

## **Job Description for High School Graduation Coach**

- 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 Personalized Education Plan (PEP) to include the best program to meet academic and post-secondary goals
- Coordinate a transition program for 9<sup>th</sup> graders to successfully adapt to the high school
- Collaborate with the Intervention Team and specialists in the school building to connect individual students and their parents with programs throughout the community
- Develop a mentor/mentee program that will help meet the individual needs of the students
- Track the progress of individual students as they progress towards graduation
- Work with faculty and administration to adapt the curriculum and/or differentiate instruction to meet the needs of students
- Conduct monthly meetings to improve communication among parents, students, and the school
- Participate in the development of partnerships with community organizations to support the goals of this program
- Conduct formative and summative evaluation of the effectiveness of the program utilizing the data listed below:
  - Number of students who met their individual goals
  - Number of students who remained in school and made progress towards graduation
  - Other as decided upon by the Intervention Team