



## **Graduation Coach Job Description**

Grant Funded Full-Time Position  
Non-exempt

### **About Communities In Schools:**

Communities In Schools of Palm Beach County, Inc. is dedicated to helping students stay in school and prepare for life. The CIS program has multiple components: the classroom component, case management, and data support. The students served by the CIS program are at risk of dropping out of school due to academic or social/family circumstances and in most cases are from low income, minority families. The services provided may include, but are not limited to- student assessments, classroom presentations, guest speakers, student incentives, experiential learning trips, job shadowing opportunities, youth leadership training, and community service. It also may include goal setting, problem-solving, career awareness and preparation, tutoring, case management, home visits, individual and group counseling, parent training; and teacher/staff development. CIS may also facilitate donations of computers, school supplies, books, clothing, food, eye examinations and eyeglasses.

### **Duties:**

Under the direction of the Senior Graduation Coach and/or the CEO, the Graduation Coach is responsible for working with principals and teachers at a designated school in The School District of Palm Beach County to establish CIS classrooms and provide needed resources to students and their families. The primary function of this position is to link needed resources/services to classrooms, individual students, and families that impact on student school success. The Graduation Coach duties involve monitoring student achievement and strengthening student problem solving skills. It may also include individual and/or group counseling, home visits, assistance for parents in getting involved in their child's education and linking families with other needed services.

### **Responsibilities:**

- Work with the CEO or Senior Graduation Coach to maximize school system support by identifying and establishing relationships with schools and community agencies.
- Provide services to assigned schools.
- Work closely with principal/classroom teacher to assess needs of the school and address those needs by creating an annual site plan.
- Connect students and/or families with needed resources and services.
- Facilitate activities and programs that meet needs of the entire student body of the school.
- Present programs and provide activities in a classroom setting based on The Five CIS Basics and the Search Institute's 40 Developmental Assets.
- Provide communication between the school, family and service provider as needed.

- Encourage and the facilitate parent involvement activities in and out of school.
- Attend and participate in school site and CIS required meetings, trainings, supervision and monitoring events.
- Help to leverage school system resources.
- Maintain all required files on students; including demographics, grades and attendance; including data entry in the CIS data management system (CISDM).
- Prepare regular and requested reports in a timely manner.
- Compile and maintain data for outcome reports as requested by various grants.
- Keep accurate records of work hours and provide notification of schedule changes.
- Perform other duties as directed by Senior Graduation Coach or CEO.

**Qualifications:**

- High school graduate. Prefer some college and/or BS/BA degree in counseling, social work, education or a related field.
- Previous experience working with under-served youth.
- MUST PASS background check and drug tests.
- Experience in data collection, reporting and managing case files.
- Broad knowledge of the educational system and experience working within schools.
- Knowledge of community agencies and local services, with experience in brokering resources and services.
- Ability to communicate in all forms.
- Teamwork orientation.
- Is self-motivated and has the ability to work independently with little direct supervision
- Demonstrate commitment to working on behalf of children, youth and families.
- Ability to problem-solve and handle crisis in a professional manner.
- This position requires lifting, sitting and for standing for long periods of time, squatting and walking long distances.

I have read and understand the Graduation Coach job description, duties, responsibilities and qualifications for the position. I am fully aware that this is a grant funded position that may be eliminated based on decrease or lack of funding.

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Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date