



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Student Success Coach

FLSA Status: Exempt

Salary Grade, if non-union:

Pay Grade, if union: Teacher Salary Schedule

Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to provide assistance to identified middle and high school students, individually and in groups which includes but is not limited to analyzing data to identify students or subgroups with potential high school graduation problems, including core course completions, state required assessments, grade point average, college and career planning, implementing and tracking individual high school graduation plans; identifying and resolving barriers to graduation, and facilitating smooth transitions from middle school to high school to post-secondary education.

### Essential Functions of this Job

The Student Success District Coach is responsible for utilizing early warning indicators to identify middle and/or high school students who are at risk of not meeting graduation requirements through collaboration with school administrators, school counselors, teachers, and parents to develop systemic strategies to identify and support students. This position will also conduct community meetings to inform parents of student progression requirements and provide training to all stakeholders on college and career readiness strategies for success. This position will be assigned to support schools for which s/he is most qualified to support.

Roles and responsibilities will include, but are not limited to the following:

- Develop and implement individual intervention strategies and graduation plans to increase the likelihood that identified students will stay in school and graduate on time.
- Track the progress of individual and subpopulations of students as they progress towards graduation.
- Communicate regularly with parents of students identified as being at risk of not graduating.
- Develop partnerships with community colleges and other organizations to support the District Strategic Plan and identified graduation goals.

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- Conduct and analyze on-going formative and summative evaluation data review of students by cohort.
- Provide and/or submit activity reports as scheduled and requested.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

This job will require the ability to work collaboratively and communicate effectively to facilitate consensus, planning and decision-making. Identification of data sources, maintaining a database, and the ability to analyze and problem solve to make data based recommendations is essential. The ability to integrate, coach, and facilitate the use of a variety of developmental support strategies to identify and resolve barriers to graduation while facilitating career and college choices and planning.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree is required. Master's Degree with advanced coursework in a student services related field is preferred. Must hold a valid Florida Professional Certificate and be fully qualified in the designated content area. A minimum of three to five years of experience as a highly effective classroom teacher is required, during which accomplishment in facilitating student learning gains was consistently demonstrated and may be proven by data or other documented evidence of encouraging student successful progression.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the district.

Local Code: 10286  
EEO5: 43  
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Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*