

Graduation Achievement

CHARTER HIGH SCHOOL



Job title	<i>Student Engagement Coach</i>
Reports to	<i>College & Career Readiness Director</i>
Direct Report(s)	<i>None</i>
Salary	<i>\$38,000-\$43,000</i>
This position is a one-year Title IA grant funded position to be renewed each year based on availability of funds.	

Job Summary

The Student Engagement Coach will implement interventions designed to promote academic achievement, increase attendance, reduce inappropriate behaviors, and prevent drop outs. The interventions include, but are not limited to, small group sessions, one-on-one goal setting, and problem solving. The Student Engagement Coach will collaborate with students, families, school personnel, and community agencies to build relationships and implement a strong support system for students and families, while keeping education a salient issue. The Engagement Coach will work with College and Career Readiness staff to assist in the implementation strategies to support High School Success for students identified as at-risk. In addition, the Student Engagement Coach is responsible for frequently collecting, documenting, and analyzing data for their caseload students.

Main Responsibilities

- Work as directed to support the goals of Georgia Online Academy, Inc., management and College and Career Readiness Department
- Track regularly on target students' attendance, grades, and behavior, provide regular feedback to students, communicate regularly with families, and collaborate with teachers and other staff members on student progress
- Analyze data from systematic monitoring to design personalized interventions and document progress
- Conduct Retention Conferences with all students on caseload
- Explore alternatives options to students' current educational plan within GACHS; including academic supports, college and career readiness programs and/or center assignment.
- Assist participants with applications and paperwork for college, vocational programs, career certificate programs or other appropriate post-secondary program
- Research model programs and funding opportunities for dropout prevention
- Provide administrative support College and Career Readiness Activities
- Serve as a resource to stakeholders regarding Drop Out Prevention and Retention questions and concerns as well as some data analysis.

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- Attend varied school and district meetings to define and outline roles to improve participation, performance, and success for individual students

Professional Responsibilities:

- Meet professional obligations through efficient work habits, such as meeting deadlines, honoring schedules, and coordinating resources and meetings in an effective and timely manner
- Commit to the use of cutting-edge technology to deliver high-quality instruction to students
- Contributes to school message boards, newsletter, and events
- Participate in student recruitment and registration activities to help the school meet enrollment goals Maintain confidentiality as required by the school and by law
- Commits to at least 20hours per week.
- Additional Title IA allowable duties

Key Relationships

- Internal: Deputy Superintendent, Director of Career and College Readiness, Director of Federal Programs ,Teachers, Guidance Counselors, Advisors, Enrollment, and the Leadership Team
- External: Parents, students, community and business partners, State reporting officials, state and local student information team

Key Behavioral Competencies

- Uses considerable judgment and initiative to determine the approach or action to take in non-routine situations.
- Demonstrates a strong sense of urgency through prioritizing and following through on commitments
- Shifts priorities to address changes in events or assigned goals
- Brings ideas for service delivery improvements to the attention of others and pursues these ideas through to resolution or completion
- Thinks ahead to set up requirements in advance. Prepares effective program of activities; timetabling; organizing facilities
- Familiar with relevant standards and GACHS work processes
- Identifies potential obstacles to goal achievement and seeks assistance in addressing these obstacles
- Maintains a pleasant attitude being tactful and courteous with all school personnel, students and visitors
- Reacts to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned
- Responds to information request in a cooperative, courteous, and timely manner
- Is attentive, patient and fair with students

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Background

- Bachelor's degree in a Secondary Education academic content or related field
- Demonstrated ability to motivate, engage and teach a diverse group of young people
- Experience advising students in an educational setting, 9th through 12th grade preferred
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Proficiency with multimedia communication tools, such as discussion boards, web logs, email, instant messaging and online meeting tools
- Ability and availability to travel within the state, 10%
- High degree of flexibility
- Demonstrated ability to thrive in a fast-paced work environment
- Previous experience with coordinating an office and personnel
- Demonstrated knowledge and experience working in the education field
- Advance PC Skills: Microsoft Office (Word, Excel, PowerPoint, Project, Outlook)
- Knowledge of office procedures
- Basic financial skills for budget processing and tracking
- Excellent verbal and written communication

Working Conditions:

- Normal office environment

Physical Demands:

- Routine physical activity associated with normal office environment
- Demonstrated ability to thrive in a fast-paced work environment

Graduation Achievement Charter High School Philosophy

Graduation Achievement Charter High School is the standard for providing students with creative choices for their future. Proper resources, sufficient support, and the flexibility to differentiate instruction are essential. The most important resource is strong collaboration among stakeholders, starting with an outstanding staff and students invested in their own success. Effective educators engage all students in the teaching and learning process, provide them with the right tools to take charge of their own learning, and facilitate a successful transition to independent lifelong learning.

Graduation Achievement Charter High School Mission

The mission of Graduation Achievement Charter High School is to provide historically underserved students with a flexible and highly individualized virtual high school experience.

An Equal Opportunity Employer

It is the policy of Graduation Achievement Charter High School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to

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maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.