



MOLALLA RIVER SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: High School Student Success Coach

REPORTS TO: High School Principal

EVALUATED BY: High School Principal

JOB GOAL: The goal of the High School Student Success Coach is to support high school students from enrollment, either as incoming 9th grade students or as transferring students, through to successful graduation. This is accomplished by identifying student-specific barriers to graduation; providing support to ensure consistent attendance for all students; developing positive working relationships with students, staff, administration, families and the community at large; and creating appropriate interventions to support all students in successfully graduating from Molalla High School college, career and citizen ready.

ESSENTIAL REQUIREMENTS:

To perform this job successfully an individual must:

1. Have the ability to develop strong relationships with students and families.
2. Possess knowledge of adolescent growth and development at each level of instruction.
3. Possess knowledge of effective attendance and academic support structures.
4. Understand the impact of adverse childhood experiences on student development and learning.
5. Possess functional computer literacy, knowledge of the Microsoft Office Suite of applications and/or Google Suite of applications, relevant student information databases (i.e. Synergy) as well as an understanding of how computers can assist instruction.
6. Maintain satisfactory attendance as defined in District policy and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Identify at-risk students and determine appropriate individual interventions to support each student.
2. Provide attendance support to at-risk students and families. This includes conducting attendance meetings with students and families at school or by making home visits as needed.
3. Provide academic support to at-risk students.
4. Provide transition support to students transferring to Molalla High School and serve as point of contact for initial student onboarding once registration process is completed.
5. Reenroll students who are ten-day drops or who are reengaging with the school/district by focusing on outreach and retention efforts.
6. Collaborate with community organizations to provide support for students and families.
7. Collaborate with school counselors, teachers, and administration to identify and support at-risk students.
8. Track students' progress closely for each academic term, to ensure class attendance and academic progress.

9. Maintain professional competence through in-service education activities provided by the District and/or in self-selected professional growth activities.
10. Prepare and maintain accurate and complete records as required by law and district policy.
11. Maintain professional confidentiality concerning individual student data.
12. Work constructively with colleagues and others for to improve the quality of students' behavior and academic success.
13. Maintain a high level of professional integrity.
14. Participate in various meetings (e.g. staff, parent conferences, in-service training, etc.) to receive and /or provide information or share expertise.
15. Perform other tasks as may be assigned by the Board or Administration.

MINIMUM QUALIFICATIONS/SPECIAL REQUIREMENTS: To perform this job successfully an individual must meet the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045) and adhere to the Teacher Standards and Practices Commission's Ethical Educator requirements.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Hold a valid Oregon Teaching License and required secondary teaching endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon.
2. Criminal Justice Fingerprint Clearance

PHYSICAL DEMANDS: Significant physical abilities include lifting/carrying, reaching/handling, talking, hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision. (See addendum for details)

TERMS OF EMPLOYMENT: A minimum of 190 days per school year. Salary to be according to current salary schedule agreed upon in the Certified Collective Bargaining Agreement.

EVALUATION: The performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of licensed personnel.

I have read and understand the responsibilities and qualifications of this position description.

Employee Signature

Date