

## Graduation Coach Job Description

**Title:** Graduation Coach  
**Location:** Crest High School  
**Reports To:** Director of Programs and Operations  
**Status:** Full-time, 40 hours per week

*This is a 10-month position that is contingent upon the availability of grant funding and a satisfactory annual performance review.*

### Responsibilities

Responsible for overall program management and partnership development at a specific school site, the Graduation Coach will use the Communities In Schools (CIS) model to identify and assess the needs of identified youth and coordinate an attendance-, academic-, behavior-, and family-engagement-focused program based on the model.

### Essential Functions

- Collaborate with school staff to identify and prioritize school and student needs through the development of and participation in a School Support Team
- Conduct an annual needs assessment using multiple sources of data to be used as the foundation for a School Support Plan
- Enroll case-managed students per annual goal and develop individualized student support plans based on student needs
- Plan and coordinate/execute programming at the site in response to school and student needs
- Develop relationships with parents/guardians and plan and execute family-engagement activities
- Foster community and volunteer relationships that are beneficial to the program
- Maintain program applications and other required paperwork
- Log student time and attendance data daily
- Complete CISDM data entry
- Follow reporting schedule and submit all required reports on time
- Attend required trainings
- Coordinate successful implementation of the CIS model and TQS site standards
- Maintain positive relationships on the school site
- Raise awareness and understanding of CIS programming among the school team
- Other duties as assigned

### Qualifications

High school diploma required. Associate or bachelor's degree in human services or a related field as well as two years of experience working with at-risk youth or groups of students preferred. Sensitivity to and strong concern for the needs of children, youth, and their families; technological proficiency in the Microsoft Office Suite as well as web-based computing; and criminal background check required.

Interested applicants should send a cover letter and résumé, including three current professional references, to Jan Kendrick at [jan@cisofclevelandco.org](mailto:jan@cisofclevelandco.org). An agency application will be required if an interview is scheduled. Application review will begin immediately, and the position will remain open until filled.

*The mission of Communities In Schools of Cleveland County is to surround students with a community of support, empowering them to stay in school and achieve in life.*