

## Graduation Coach Job Description

**Title:** Graduation Coach  
**Location:** Crest High School  
**Reports To:** Director of Program Impact  
**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 supportive and positive 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 and keep excellent records
- Follow reporting schedule and submit all required reports on time
- Attend required trainings, meetings, and events
- 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
- Perform other related 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; exhibit excellent interpersonal skills needed to work effectively with students, parents, administrators, colleagues, supervisors, and staff; technological proficiency in the Microsoft Office Suite as well as web-based computing; possess an upbeat and positive approach to the job and be viewed as a solution-finder; and criminal background check and drug screen required.

*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.*

**Physical Requirements**

Must be able to physically perform the basic life operational functions of grasping, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Some positions assigned to this class may require light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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.