**JOB DESCRIPTION FOR: Graduation Assistance Coordinator**

**REPORTS TO:** Principal and/or Central Office Administrator

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITIES:**

To ensure and oversee all activities regarding the development and implementation of the district’s Dropout Prevention Program.

**DUTIES:**

1. Works with building administrators and teachers to identify students who are most at risk for dropping out of high school.
2. Develops the implementation guide and facilitates collection of evaluation data.
3. Serves as a liaison between the schools, parents, students, and community entities regarding student engagement, truancy, and dropout prevention.
4. Facilitates meetings, case reviews and assistance with program applications.
5. Shares in the responsibility for fiscal management of project funds.
6. Collaborates with the assigned school administrator to recruit and recommend project staff for employment.
7. Tracks the levels of engagement on target students at least weekly, documents results, and completes intervention sheets as a tool to assess the number and types of absences, skips, suspensions and grades/credits earned.
8. Attends teacher team meetings, IEP meetings, and other relevant meetings (i.e. suspension and re-entry meetings).
9. Works collaboratively with schools and programs to define and outline the role of school staff in improving student participation, performance, and success for each student identified as high-risk for dropping out.

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**JOB DESCRIPTION FOR: Graduation Assistance Coordinator (continued)**

1. Works directly and collaboratively with a caseload of individual students and their parents, district and building administrators, school staff, and community service providers to implement comprehensive and inclusive strategies that address school success and completion of high school for students at risk of dropping out.
2. Investigates and applies for grants to maintain on-going funding for the position and program after the initial two years.
3. Performs such other duties as may be assigned by the Principal or Director of Student Services.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION December 21, 2009

REVIEWED, REVISED AND RE-ADOPTED: February 16, 2010

REVIEWED, REVISED AND RE-ADOPTED: August 23, 2010

REVIEWED, REVISED AND RE-ADOPTED: December 19, 2016

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