Title: Student Success Coach  
Job Code: 10559

FLSA Status: Exempt, Professional, CTA  
Class: Instructional, Professional  
Division: Teaching and Learning  
Salary Schedule: Instructional, Less 12 month A/E/P plus benefits  
Bargaining Unit: 01, HCTA Teachers

Board Approved Date: July 3, 2014  
Revised Date: May 17, 2018

POSITION SUMMARY: The Student Success Coach will work across all divisions to provide support, leadership, and assistance in the design and implementation of Student Success Programs. The Student Success Coach will provide targeted students the necessary guidance and related opportunities to enhance their abilities to improve participation and performance in their elected course of study while successfully meeting graduation requirements. The Student Success Coach will support the efforts to improve graduation rates, close the achievement gap, reduce suspensions, and improve attendance.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Assists schools to increase learning levels for students at risk in literacy, basic skills development, attendance, behavior, and career-oriented curriculum content.
- Provides strategies and behavior modification skills relevant to career opportunities and subsequent transition to life-sustaining employment.
- Collaborates with administrators, school counselors, community resource programs, and social workers to enhance communication regarding resources to targeted students and parents.
- Stays professionally updated on technology.
- Maintains professional relationships with other Student Success Coaches.
- Provides leadership and support for student services initiatives, including career planning and mentoring. Assists with present truancy cases in Juvenile Court, as needed.
- Identifies students using relevant data and makes personal contact (e.g. phone, electronic, etc.,) with parents/guardians to arrange meetings, determine reasons for low performance or the lack of interest/participation in the educational process, and/or remove barriers to reentry, including successful transition of alternative education students and students entering from out of county.
Title: Student Success Coach  
Job Code: 10559

- Assists schools with the early identification of students at risk of failing or leaving school prematurely, and applies appropriate interventions, both instructional and auxiliary services, referrals to in-school services and community agencies.
- Works with school personnel to monitor and increase attendance among high-risk students, reduce truancy, tardiness, and frequent absenteeism, and assists with exit interviews.
- Secures and informs schools of outside resources, volunteers, private business support, and other in-kind assistance from non-school sources.
- Engages stakeholders (including higher education organizations, the faith community, businesses, students, parents and other community, government and social agencies) in the development of initiatives that address school completing, youth leadership, service learning, communication, and college and career preparation.
- Assists students in evaluating academic needs for progression toward a diploma, preparation for postsecondary options.
- Assists teachers with implementing best practices and strategies with identified students.
- Communicates with parents and students to convey information regarding the array of services available to facilitate the reentry of students into the educational system.
- Maintains all appropriate reports and submits them in a timely fashion. Analyzes and responds appropriately to data trends reflected within these reports.
- Assists in conducting evaluations and research initiatives that promote effectiveness and academic achievement.
- Performs any other duties as assigned.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.


Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
Title: Student Success Coach
Job Code: 1059


Project Management: Develops project plans, coordinates projects. Communicates changes and progress. Completes projects on time and, on budget. Manages project team activities.


QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: A bachelor’s degree. Degree or formal training in Educational Leadership preferred.

Experience: Three years of increasingly responsible experience in classroom teaching required. Educational Leadership experience preferred. Previous experience with multicultural diversity issues and at risk student populations preferred.

Certificates/Licenses/Registrations: Florida Professional Educator Certificate

Language Skills: Reads and interprets documents such as safety rules, operating and maintenance instruction, and procedure manuals. Writes routine reports and correspondence. Speaks effectively before groups of individuals.

Mathematical Skills: Works with math concepts such as probability and statistical inference, and fundamentals of geometry and trigonometry. Applies concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Solves practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Microsoft Office
Title: Student Success Coach

Job Code: 10559

PHYSICAL DEMANDS:

Physical Activities: Standing, walking, sitting, handling, keyboarding, near acuity, far acuity, talking, and hearing.

Lifting Demands: Up to 10 pounds.

Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity 3 moderate.

OTHER REQUIREMENTS: Knowledge of countywide secondary instructional program; demonstrated ability to work with school personnel, district level staff, and public. Prior knowledge of managing grants and budgets of grants preferred. This position requires traveling to various school sites, work locations and/or community organizations throughout the district.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District’s vision, mission, goals, and Strategic Plan; to engage in civility, respect, and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.