

NEW BEGINNINGS HIGH SCHOOL

POSITION DESCRIPTION

Title: Student Success Coach

Reports to: Director of Academic Affairs

School Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High School offers both virtual and brick and mortar options for students.

Position Summary

This position exists to provide assistance to identified middle and high school students, individually and in groups which includes but is not limited to analyzing data to identify students or subgroups with potential high school graduation problems, including core course completions, state required assessments, grad point average, college and career planning, implementing and tracking individual high school graduation plans; identifying and resolving barriers to graduation, and facilitating smooth transitions from middle school to high school to post-secondary education.

Key Responsibilities:

- Track the progress of individual and subpopulations of students as they progress towards graduation
- Communicate regularly with parents of students identified as being at risk of not graduating
- Develop partnerships with community colleges and other organizations to support the District Strategic Plan and identified graduation goals
- Develop and implement individual intervention strategies and graduation plans to increase the likelihood that identified students will stay in school and graduate on time
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- Provide and/or submit activity reports as scheduled and requested
- Support NBHS by attending community service and outreach activities throughout the year
- Communicates with customers, parents and staff to design an individual academic customer plan that meets the needs of that individual customers with academic planning and monitoring of academic progress
- Participates in FTE process
- Works with entire staff in the implementation of dropout prevention strategies
- Works directly with the Director of Academic Affairs and Director of Customer Service on matters of assessment and academic progress
- Formulates proposals for the development and revision of school policies
- Tracks and analyzes current trends in education; and reports its potential impact on the school.
- Serves as liaison between technology and academic progress staff
- Engage in professional development opportunities that improve personal professional practice and align with the needs of the school system
- Participate in school's RTI process
- Build appropriate frameworks
- All other duties as assigned

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Minimum Qualifications

Requirements

- Bachelors degree
- Three years' experience working with youth in an educational non-profit capacity.
- One year experience evaluating educational / academic outcomes of youth.
- Considerable experience with various computer skills, and other commercial subjects.
- Considerable experience in responsible secretarial positions; or an equivalent combination of training and experience.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation, valid automobile insurance

The Student Success Coach must demonstrate commitment to the mission and vision of New Beginnings High School resulting in student achievements and related subject matter through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Exhibit strong organizational skills and orderliness in work and environment
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies

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- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Demonstrate critical thinking skills
- Demonstrate problem solving skills

Working Conditions

Environment

Requires working indoors in an environmentally controlled office setting. Requires sitting for the majority of the day. This is a 12 month exempt position that may require travel.

Physical Requirements

Generally, the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print) _____

Employee Signature _____

Date _____

Direct Supervisor / Principal (print) _____

Direct Supervisor / Principal Signature _____

Date _____