

## **Graduation Coaches roles and responsibilities**

### **Identify at-risk students**

- Utilize components of a profile of characteristics of potential dropouts developed by the National Dropout Prevention Network to identify high school students at risk of dropping out.

### **Generate/Develop/Identify Student Supports**

- In collaboration with a school's leadership, Instructional Consultant Team and other youth focused service providers help to identify, coordinate or develop appropriate community intervention services or programs.

### **Develop School-wide Support Interventions**

- Work with faculty and administrators to develop credit recovery and alternative programming options to meet the needs of at risk students
- Attend participate in and redeliver as appropriate all required training provided by MDE, Adrian High School and Communities in Schools

### **Provide Direct Service Case Management**

- Develop and implement individual, small group, and whole school intervention and prevention strategies to increase the likelihood that students will stay in school and graduate
- Work with students to develop a graduation career plan that includes the best programming options to meet the student's academic needs.

### **Develop Transitions programs for Middle School Students**

- Collaborate with middle schools to identify incoming middle school students at risk of high school failure
- Collaborate with teachers, counselors and or advisors to assure the continued use of the transition process for 8<sup>th</sup> graders and freshman to help students successfully adapt to the rigors of the high school.

### **Develop Relationship with Parents/Guardians, Community Organizations and other resources**

- Connect individual students and their parents/guardians with community organizations and programs
- Develop or work with local mentoring programs, business and or community coaches to connect individual student with mentors
- Provide support and outreach to parents/guardians of at-risk students

### **Assessment and Reporting**

- Track the progress of individual students and subgroups as they progress toward high school
- Conduct and analyze on-going formative and summative evaluation data of program effectiveness
- Provide and or submit reports to the transformation specialist

Directly reports to Transition Specialist