

**HOOD RIVER COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Prevention Specialist/Graduation Coach

Classification: Para Professional

Reports To: Building Principal

Job Summary:

The High School Prevention Specialist/Graduation Coach engages daily with high school students to improve attendance and will guide plans for graduation. This position includes but is not limited to working with students, school staff, parents, and guardians. This person will provide assistance to all high school students, individually and in groups to improve high school success. The work includes but is not limited to analyzing data to identify students or subgroups with potential high school graduation problems; planning, implementing, and tracking individual student plans; identifying and resolving barriers to graduation; and facilitating career choices and planning.

Essential Job Functions:

- Utilize the components of a profile of characteristics of potential dropouts with the high probability of not graduating;
- Collaborate with feeder middle schools to utilize the components of a profile of characteristics of potential dropouts to identify middle school students with the high probability of not graduating;
- Monitor progress of students scoring significantly below proficiency levels;
- Analyze records such as: attendance records, behavior records, records of teacher conferences, class performance records, and records of credits earned;
- Develop and implement individual intervention strategies to increase the likelihood that these students will stay in school and graduate;
- Work with counseling department and students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals;
- Track the progress of individual and subpopulations of students as they progress toward graduation;
- Identify and link social agencies with youth at risk of not graduating and their parents/ guardians;
- Provide and/or submit reports to district and building administrators on the graduation status of seniors;
- Cultivate and model a respectful working and learning environment, inclusive of all students;
- Maintain regular and predictable attendance to meet the needs of the students and the expectations of the District.
- Participate in various meetings (ie, parent conferences, in-service trainings, site meetings, community meetings, etc.)
- Other related duties as assigned.

Essential Job Requirements

Minimum Qualifications:

- Previous experience working with high school students
- Possess an Associates Degree, the equivalent to 72 quarter credits of college coursework, or a passing score on the CBEST or Praxis Paraprofessional Assessment; 4-year college degree preferred.
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate student performance.

Preferred Qualifications:

- Bilingual ability in Spanish/English preferred
- Leadership skills and experience working effectively with students, parents, and staff
- Strong communication skills
- Exemplary organizational skills

Knowledge, Skills and Abilities:

- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds.
- Possess the skills necessary to produce visual presentations, utilizing modern computer and visual/graphic media technology.
- Abilities to read, write, speak and present using proper English; prefer also the ability to read, write, speak and translate in Spanish; stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Certifications, Bonding, and/or Testing Required:

- Associates' Degree or higher in subject related to the position or the equivalent of 72 quarter credits earned at a regionally accredited college or university; or passing score on the CBEST exam or PRAXIS Paraprofessional Assessment.
- Valid driver's license.
- Criminal Justice Fingerprint Clearance.
- District Drug Screen.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { }None { }1-4 hrs {x}4-6 hrs { }6-8 hrs
 - b. Sit { }None { }1-3 hrs {x}3-5 hrs { }5-8 hrs
 - c. Drive { }None { }1-3 hrs {x} 3-5 hrs { }5-8 hrs
2. Employee may use hands for repetitive:
{x} Single Grasping {x} Pushing and Pulling {x}Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
{ }Yes {x}No
4. Employee may need to:
 - a. Bend {x}Frequently { }Occasionally { }Not at all
 - b. Squat {x}Frequently { }Occasionally { }Not at all
 - c. Climb Stairs {x}Frequently { }Occasionally { }Not at all
 - d. Lift {x}Frequently { }Occasionally { }Not at all
5. Lifting:
{ } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
{ } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
{X} Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
{ } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
{ } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

"As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. "

Employee Signature

Date

5/16/2018