

PROJECT GRADUATION MANAGER

DEFINITION:

The Project Graduation Manager is an Interventionist who works with faculty, students and parents to promote increased academic achievement through targeted attendance & educational interventions. This Interventionist connects targeted academic support to specific students who have been identified through existing school- level attendance procedures. The Interventionist will also organize and employ the support of district-level staff to provide additional academic assistance to students and increase the level of the existing communication between home and school.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

REPORTS TO: Building Principal & High School Level Curriculum Director

CONTRACT INFORMATION: Contract Days:

TASKS:

Meet with high-risk students (those in danger of not completing graduation requirements) and determine intervention plan for student. Plan will include attendance monitoring and academic support utilizing district resources.

Collaborate with existing attendance staff at each school to assist in the identification of those highest-risk students whose lack of school attendance demands additional academic support & interventions.

Collaborate with principal, assistant principal responsible for attendance reporting and the School Leadership Team to develop academic and attendance interventions for highest risk students in school.

Communicate with all advisory teachers regarding status of those targeted students in need of high-level attendance and academic intervention.

Monitor Advisory teachers to ensure that the intervention strategies established for specifically identified students are followed.

Collaborate with counselors, psychologists and other personnel to ensure appropriate outside resources as needed for these students

Work closely with truancy personnel to address attendance issues of at-risk students

Conduct home visits/individual parent meetings to engage parents in the academic programs of their children as agreed upon in the Title I Parent Compact.

Organize parent meetings and trainings in conjunction with Project Graduation

Assist with development of intervention curriculum and attendance monitoring for advisory base

Generates attendance reports for those targeted at-risk students and communicates results with teachers and staff

Communicates with teachers, administrators, parents, students, IT personnel, school registrars, computer clerks, advisory period teachers and truancy officers

Monitors interventions, follows attendance matrix and documents

Participate as a member of the school's Site Council and Project Graduation Executive Committee

Participates in administrative team meetings as requested by the principal

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of high school curriculum and requirements for graduation
Knowledge of academic interventions available for students to increase their graduation rate
Knowledge of student intervention strategies for attendance
Knowledge of attendance laws and compliance with state requirements
Ability to analyze statistical data and make conclusions
Ability to work with and understand adolescent attitudes about school
Demonstrated patience working in a fast paced environment
Ability to work with a wide range of staff and diverse student population
Ability to communicate with families and increase their engagement in the high school environment

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

Minimum of Bachelor's degree in education, counseling, sociology, or other closely related field
Bilingual Spanish/English required
At least 3 years working in a field that interfaces with high school students