



Job Title: **Coordinator, Graduation Success**

Department: Student and Family Support Services
Reports To: Senior Director of Student Engagement
Grade: BG-07
Number of Days: 12 Months
Security Access: District
Overtime Status: Exempt
Last Revised Date: April 12, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

Supports the district's efforts to raise student graduation rates and decrease dropout rates through remediation and tiered interventions targeted toward proficient performance on assessments required for graduation as mandated through the Achieving Classroom Excellence (ACE) state legislation, district policy, and TPS graduation strategies.

Minimum Qualifications:

- Master's Degree
- Secondary School Counseling Certification (or)
- Secondary School Administration Certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

The graduation success coordinator is expected to communicate effectively with students, educators and community members; understand the resources available to students at-risk; identify and implement strategies that reduce at-risk behaviors; analyze and utilize data to impact student progress; and act as an advocate for struggling students.

- Identify students at-risk of failing to graduate /dropping out and/or those who already have and identify needed tiered interventions and barriers to their success
- Assemble community resources to support at-risk of failing to graduate /dropping out
- Assist school sites and students at-risk of failing to graduate /dropping out schools in the transition between grades and/or programs
- Collaborate with school personnel to monitor and assist student graduation plans and remediation services for at-risk students failing to meet high school graduation requirements
- Communicate and coordinate with district and site administration to identify best practices for school counselors
- Provide monthly communication and/or meetings with school counselors
- Provide training and development for new school counselors in ACE requirements and graduation completion strategies
- Communicate effectively with students and parents, to articulate desired graduation outcomes
- Work closely with both ACE high schools and middle schools by supervising and supporting their ACE tutoring programs; Identifying needs, answering questions, and providing information and training regarding ACE remediation services and resources
- Coordinate with Federal Programs to approve both high school and middle school ACE remediation plans and budgets
- Manager of PM summer school Edgenuity program for grades 9-12.
 - Collaborate with Tulsa Summer Institute
 - Collaborate with Tulsa Learning Academy Edgenuity Manager
 - Recruit TPS administrators, teachers, and teacher assistants for summer school site
 - Organize class rosters per summer school site
 - Monitor PM summer school personnel
 - Coordinate with federal programs and payroll for personnel compensation
 - Provide PM summer school training
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Coordinate and facilitate remediation workshops, resources, and programs for non-graduating seniors—WorkKeys, etc.
- Compile and submit for board review ACE implementation plan
- Compile and submit ACE remediation quarterly and annual state reports
- Coordinate and communicate ACE compliance mandates and all documentation pertaining to ACE standards per the Oklahoma State Department of Education
- Collaborate with Community Outreach Partners to assist in the development and delivery of additional student resources
- Fill duties as requested by site administration and district level leadership

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.