

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE: HS Academic & Career Coach

REQUIREMENTS:

- A. Education Level: Bachelor's degree preferred.
- B. Experience Desired: Previous experience in academic and career coaching preferred.
- C. Physical Requirements: This position requires constant hand-eye/mind-eye coordination, hearing; intermittent dialing, keyboarding, speaking, walking, sitting, grasping, holding, indexing, scheduling, and writing.
- D. Job Specific Duties: As a member of the high school staff, the academic and career coach is tasked to aid with the maintenance and management of student personal learning plans and/or degree plans; aid with the organization of student and school schedules as assigned; organize experiential opportunities for career exploration beyond secondary school; organize scholarship, internship and/or job shadowing opportunities for students; aid in the administration of personal learning inventories and other high school assessments as assigned; maintain data relevant to student success and high school programming as assigned; aid in the organization of high school family events for student success as assigned; for all students in grades 9-12.

REPORTS TO: High School Building Principal, Superintendent

RECEIVED GUIDANCE FROM: High School Building Principal, High School Dean of Students, Superintendent

EVALUATED QUALIFICATIONS:

1. The Environment
 - Creating an environment of respect and rapport
 - Establishing a culture for productive communication
 - Managing routines and procedures
 - Establishing standards of conduct and contributing to the culture for student behavior throughout the school
 - Organizing physical space
2. Delivery of Services
 - Assessing student needs
 - Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs
 - Brokering resources to meet needs
 - Demonstrating flexibility and responsiveness
4. Participate in Professional Growth Opportunities and Demonstrate Professionalism
 - Participate in ongoing professional growth

- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Communicate effectively and professionally with colleagues, parents and students

5. Follow District and building policies and procedures

6. Support of District goals

7. Report student opportunities to parents and students, *as assigned*

8. ***Maintains confidentiality at all times in accordance with school regulations.***

EVALUATED DUTIES:

1. Job Knowledge & Performance

- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors
- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

2. Professional Responsibilities

- Shows initiative in addressing needs.
- Managing routines and procedures
- Problem solving skills
- Communication and interactive skills
- Time management
- Organizing physical space
- Professionalism
- Attendance and tardiness

3. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students