

YKSD JOB DESCRIPTION



JOB TITLE: Student Support Coach (Itinerant)**	
SUPERVISOR: Director of State & Federal Programs	CLASSIFICATION: Certified
DAYS/MONTHS: 188 days/9 months	

**This position is grant funded and contingent upon the funding associated with the respective grant. The anticipated grant end date of June 30, 2019. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant beyond the end date. If that would occur, your employment under the grant might also be extended.

GENERAL RESPONSIBILITIES

Position works closely with Migrant students (7th – 12th grade) and provides support to develop and execute individualized graduation plans which will include a goal that the student has for him/herself upon earning his/her diploma and steps the student will take each year to meet this goal. These steps may include specific courses offered in the student's school or through distance delivery, as well as plans for participating in district CTE Academies, tutoring services and/or College/Career Fairs. Plans will be adjusted quarterly to assure students are on track to graduate and reach personal goals. This position also provides support for elementary students through the development of a literacy loaner program using iPads. Person hired will work with the Federal Programs department and will load books and reading programs onto devices. They will be responsible for implementing the literacy loaner program and will oversee the Parent and Children Together (PACT) liaison and all PACT activities. This position will also work closely with the Federal Programs Director to coordinate program activities. In addition, he or she will help monitor and track information needed for reports including financial information, participation and evaluation.

DUTIES & EXPECTATIONS

1. Develop and maintain graduation plans with every 8th-12th grade migrant student at our River and Raven sites.
2. Meet with each 8th-12th grade migrant student and his/her family in-person at least once annually. Maintain quarterly contact with each student by email or videoconferencing.
3. Complete career exploration activities with every 7th-12th grade migrant student.
4. Assure that high school migrant students are completing all of their coursework including distance-delivery and credit-recovery courses as needed to ensure the students graduate on time.
5. Develop transition plans for every graduating migrant senior to assure they are prepared for success in their post-secondary and career pursuits.
6. Manage the iPad loaner program to assure that iPads are made available to families and kept in working order.
7. Maintain records and documentation of all grant activities for reporting.
8. Oversee PACT liaison
9. Other duties as assigned

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EQUIPMENT USED

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

INDEPENDENT DECISIONS

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

PRIMARY WORKING CONTACTS

Administrators, teachers, counselors, students, and parents.

SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from assigned district office administrator(s). Responsible for the safety and supervision of students.

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. Travel in small aircraft required.

EVALUATION

Annual written evaluation.

PHYSICAL AND MENTAL DEMANDS

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds. The itinerant nature of this position will require sleeping in the schools while traveling.

QUALIFICATIONS

Education: Bachelors' degree in Education or Counseling and have a valid Alaska teaching or counseling certificate.

Experience: At least three years of experience preferred

Knowledge:

- Organizational skills must be sufficient to develop and implement programs, and provide support.
- Strong oral and written communication skills, including public relations skills.
- Extensive computer skills to include Word, Excel, database entry, internet research.
- Maintain strict confidentiality.
- Demonstrated ability to work with parents, colleagues, staff, and outside agencies.
- Demonstrated ability to work in cultural rural Alaska settings.
- Meet deadlines and schedules, set priorities, and organize workload effectively, efficiently and independently, maintaining professional composure at all times.
- Organize and maintain records and files with accuracy.
- Locate and compile information, data or facts from designated sources.
- Plan and coordinate student activities related to grant programs.

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- Must be able and willing to travel in small planes to rural sites.

Abilities:

- Follow reporting procedures
- Follow District policies and procedures