



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION STUDENT SUCCESS COACH

### DEFINITION:

Under the direction of an assigned Administrator, this position serves as a leader on student attendance and life skills with a focus on collaboration, mentoring, positive student and family engagement strategies, and incorporates best practices to increase attendance rates and reduce chronic absenteeism throughout the district. This position is assigned to Corning Union Elementary school sites specific to the Corning Promise Neighborhood Initiative and is contingent upon continued funding.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Plan and facilitate parent and community engagement activities to promote school attendance.
- Seek out evidence-based intervention to reduce absenteeism rates in schools; work to implement strategies that can make the greatest difference. Implement family and community engagement programs that target changes in individual students.
- Establish positive and productive relationships through flexible collaboration with administrators, teachers, students, and families.
- Administer and collect pre- and post-Lifeskills Health Survey.
- Deliver grade-specific Botvin Lifeskills Curriculum to identified grade levels with fidelity.
- Assist students with identifying and overcoming obstacles and setting "success" goals related to attendance and school success.
- Conduct attendance meeting with families and school district staff; respond constructively to a wide range of attendance concerns.
- Provide social and emotional support to families, as necessary; refer to appropriate attendance related services and connect to resources as appropriate.
- Work collaboratively with different schools and agencies across the County to understand process, systems and services to solve student attendance issues.
- Work closely with the data specialist to stay abreast of analytics related to attendance patterns and report anomalies.
- Coordinate school and interagency collaborative response teams to address attendance issues.
- Closely track individual student academic progress, through communication and analytics, to ensure class attendance and academic progress of identified, high-risk students.
- Report progress to Board of Education, Superintendent and Principals, and other stakeholder groups (e.g. community agencies).
- Assist in updating and revising district attendance plans including relevant portions of the Local Educational Agency (LEA) Plan, the EL (English Learner) Master Plan, and the Local Control and Accountability Plan (LCAP).
- Create and coordinate administration of surveys for multiple stakeholders and use data to make data-driven decisions for school improvement.
- Engage in appropriate professional development.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's Degree with coursework in social sciences or related fields (social work, criminal justice, psychology) is preferred.
- Two (2) years paid or volunteer experience working with goal setting for student success
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case by case basis.



Tehama County Department of Education  
Job Description  
Student Success Coach

Official: [Signature]  
Effective: 03/19/19

- Valid California driver's license and evidence of insurance.

**KNOWLEDGE OF:**

- Methods, procedures and terminology used in truancy and discipline.
- District and State policies, rules and regulations that relate to attendance.
- Computer software programs that collect

**ABILITY TO:**

- Maintain confidentiality.
- Interpret District and State policies and codes that relate to attendance programs.
- Interact with a wide range of formal and informal contacts with discretion, tact and diplomacy.
- Communicate effectively both orally and in writing.
- Use interpersonal skills with tact, patience and courtesy.
- Prioritize work and meet deadlines.
- Utilize computer systems and software to collect and analyze program data.
- Speak, read, write and communicate effectively in English. Spanish is also preferred.
- Work independently with a minimum of guidance and supervision.
- Prepare and deliver large and small group oral presentations.

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.

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Created: <u>March 19, 2019</u>	Revised: _____
<b>APPROVED</b>	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u>[Signature]</u>	_____
Date: <u>March 19, 2019</u>	_____