 Transition Coach

Reports to: Principal and Designee
Supervises: None
Term of Employment: 10 months/School Improvement Grant Funded
Salary: Teacher Salary Schedule
FLSA Exempt/Non-Exempt: Exempt
Qualifications:
- Current North Carolina Teacher Licensure
- National Board Certification preferred
- Five years of classroom teaching experience
- Bachelor’s degree; Master’s degree preferred
- Proficient computer skills
- Strong leadership and collaboration skills
- Strong personal literacy skills inclusive of oral and written communication
- Knowledge of adult learning theory and presentation skills

Purpose: To advise, coach and mentor middle and high school students to succeed in school and prepare for college, future careers and professions. Also serves as an advocate for transitioning students in returning to the traditional school setting. This role manages the college access process, monitors grades and behavior, helps develop incremental goals for both school and work life, provides hands on experiences to help students develop decision making skills, and exposes students to the variety of post secondary educational experiences they might consider including job skills preparation.

Essential Job Functions:
- Serve as subject matter expert on college access, including financial aid and ACT prep.
- Works with students and families to develop Student Action Plans.
- Implements a family needs questionnaire identifying family strengths, weaknesses, and potential risk factors.
- Maintains close contact with school officials, parents, post-secondary institutions, and partner agencies.
- Hosts seminars, assemblies, and college fairs to help students become ready for college and to assist them in building the skill sets necessary to be successful.
- Meets with students individually to assess their academic progress.
- Works with students to develop individualized strategies for academic improvement.
- Assists with the organization of college visits, internships, and apprenticeships for high school students.
- Assists students with the understanding and awareness of various knowledge, skills and training in financial literacy, navigation of health systems, citizenship, public speaking, etiquette, etc.
- Serves as a mentor and motivator for all students.
- Helps students overcome barriers to success.
- Conducts scheduled and random visits to county schools to monitor and document transitional student’s progress and works closely with Student Services to ensure student success.
- Oversees and participates in completing the reports required by school administration.
- Participates in program development activities and grants management in coordination with the administration.
- Assists with the identification of program deficits and works to develop strategies to improve outcomes.
- Performs other duties and responsibilities related to reading literacy as assigned by supervisor.
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations