

**TITLE:****TEACHER ON SPECIAL ASSIGNMENT  
(Testing/Graduation Coach)**

FLSA: Exempt

**QUALIFICATIONS:**

1. Bachelor Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida.
3. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:**

Principal

**JOB GOAL:**

Coordinates school-based implementation and administration of federal, state and district testing programs and all related data analyses. Coordinates technology integration, graduation support, and other needs specific to the school.

**PERFORMANCE RESPONSIBILITIES:****\*Essential Performance Responsibilities**

- \* 1. Coordinates, facilitates and monitors implementation and administration of federal, state and district testing programs.
- \* 2. Reports any breaches of sound testing practice or violations of test security to the district Director of Testing and school principal.
- \* 3. Provides technical assistance and consultation on test interpretation, and legal and ethical considerations in testing to the school; and consults with data processing staff on computer software issues and concerns.
- \* 4. Trains and assists support staff assigned to testing programs ensuring adherence to established policies, procedures and standards; assists and advises school staff, as necessary, resolving problems as non-routine situations arise.
- \* 5. Maintains files, archived test records and scores, communications, and reports according to state law and School Board guidelines.
- \* 6. Work with MIS to verify membership and assessment data relative to the Office of Evaluation and Reporting.
- \* 7. Effectively utilizes technology to organize, analyze, and disseminate assessment results to all school stakeholders.
- \* 8. Maintains the highest standards of professional ethics related to test security and protocols.
- \* 9. Attends district training sessions and conducts local training sessions for school staff on proper conditions, practices, and procedures for testing and other assigned duties.
- \* 10. Responsible for all accountability processes related to test security and materials management.
- \* 11. Provides and explains specific data analysis at Professional Learning Centers and other meetings to help improve academic performance of students and programs.
- \* 12. Utilize data resources and personal coaching to track and impact graduation cohorts.
- \* 13. Create, organize, promote, and implement a mentoring/advisory program for all students to ensure on-time graduation and serve as a personal mentor/graduation coach.
- \* 14. Develop an Early Warning System to identify and track progress of students deemed at-risk of not graduating on time.
- \* 15. Work with the Guidance Department to create safety nets, plans, and course schedules for at-risk students, regularly monitoring their progress and providing intervention strategies.
- \* 16. Develop and implement individual, small-group, and whole school intervention and prevention strategies for students to increase the likelihood that all students will graduate.
- \* 17. Create a network of support for at-risk students through school, district, and community organizations.
- \* 18. Develop outreach programs for parents of at-risk students and personally communicate with parents at least twice per nine weeks regarding student status.
- \* 19. Coordinate special programs such as family nights and transition programs.
- \* 20. Assist the school in meeting goals in student discipline, attendance, truancy, suspension, retention, and graduation rates.
- \* 21. Collaborate with faculty members to identify at-risk students, implement success strategies, and track student progress.
- \* 22. Report at least quarterly the progress of the mentoring/advisory program.
- \* 23. Assist the school and district leadership in evaluating the mentoring program.
- \* 24. Collaborate with feeder schools to identify, schedule, and monitor students at-risk of not graduating on time.
- \* 25. Serve on the school's AVID leadership team and help support AVID students.
- \* 26. Collect data on post-secondary activities of high school graduates, and utilize exit surveys.
- \* 27. Understand and disseminate information to students, staff and parents regarding the Student Progression Plan and state graduation requirements.
- \* 28. Track and monitor secondary accountability data to help ensure school success.
- \* 29. Perform such other duties as may be assigned by the Principal or supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.