



## CHARIHO REGIONAL SCHOOL DISTRICT

### Job Description

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<b>Position Title</b>	Vision of a Graduate Coordinator
<b>Reports To</b>	High School
<b>Level/Grade</b>	Grades 9 through 12
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular
Appointment by interview process.	

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The Vision of a Graduate Coordinator oversees all aspects of the development and implementation of the Graduation Proficiency Measure. This professional serves as the building level support for the RI Diploma System and Graduation Requirements.

#### Qualifications

- Secondary Teaching Certification
- Three years of successful teaching experience at the secondary level is preferred.
- Experience with supervising the Graduation Proficiency Measures

#### Essential Duties and Responsibilities (*other duties may be assigned*)

- Adheres to the policies and related directives of the Chariho Regional School District.
- Promotes the attainment of the District's mission, vision, and strategic plan.
- Displays strong and deep knowledge of the philosophical foundations of proficiency-based assessment and related graduation requirements.
- Demonstrates a strong understanding of the RI Diploma System and Graduation Requirements.
- Applies current evidence-based best instructional practices and strategies to support students in the completion of the Graduation Requirements.
- Coordinates implementation of proficiency-based graduation requirements.
- Coordinates implementation of the Graduation Proficiency Measure and all Graduation Requirements.
- Develops, assembles, collects, and organizes resources for the Graduation Proficiency measurement system using a digital platform.
- Trains staff, including advisors, in the use of the Graduation Proficiency Measures and RI Diploma System and Graduation Requirements.
- Trains students in use of the electronic/digital platforms for capturing Graduation Proficiency products/materials/resources.
- Coordinates after-school and summer student support sessions.
- Digitally collects, reviews, and disseminates reports on student progress.
- Contacts and meets with students and parents regarding progress toward completion of the Graduation Proficiency Measures and Requirements.
- Facilitates parent orientation meetings and Graduation Requirements sessions for families.
- Plans and implements communication strategies for all stakeholders on an ongoing basis.
- Using the approved model, coordinates senior expectations of the Graduation Proficiency Measure.
- Provides and interprets data derived from the Graduation Proficiency Measure
- Works with technology staff to improve electronic/digital Graduation Proficiency Measure systems.
- Works with guidance staff to monitor progress toward graduation and to share student progress on all requirements.
- Provides direct instruction to students regarding expectations for student learning.
- Applies technology to implement the Graduation Proficiency Measure.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.

- Contributes to collaborative planning activities.
- Consults and collaborates regularly, respectfully, and truthfully with colleagues, in service to students.
- Reviews, grades and scores Graduation Proficiency measure products/materials/resources.
- Meets with students to hold them accountable in meeting Graduation Proficiency measure expectations and timelines.
- Creates methods to track and monitor if students are meeting benchmark timelines for Graduation Proficiency product/resource submission. Keeps updated records and presents data as requested.
- Provides monthly updates to administration regarding student progress using the district approved templates and timelines.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents; communicates immediately with both when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

### **Supervises**

Students

### **Skills Required**

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Bachelor's degree in education

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Created 12/1/2023**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*