

Union Public Schools Job Description

Position Title: Student Success Coach (Teacher)
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Monitors and supports the conduct of all students in the building. Establishes strong relationships with students and their families in order to support engagement and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides strategic direction for Principal's office, aligning its programs and initiatives with the institution's mission and goals.
- Cultivates a positive and inclusive campus environment that celebrates diversity and promotes cultural understanding.
- Advocates for students' needs and interests to senior administration and external stakeholders.
- Oversees the operations of key student support services, including mental health counseling, academic advising, truancy intervention programs, student conduct management, and disability services.
- Ensures the effective delivery of services that promote student success, well-being, and development.
- Identifies and address emerging student needs, developing innovative programs and resources to meet those needs.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Encourages students to set and maintain standards of classroom behavior.
- Provides general supervision to students.
- Maintains relationship with parents and community.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with the appropriate endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance and thorough knowledge of subject matter taught.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: 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 Board of Education 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. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 is quiet to loud depending upon the activity in the particular part of the day and location.