

**Franklin County Community School Corporation**

<b>Job Title</b>	<b>Credit Recovery/ Drop Out Prevention Coordinator</b>			
<b>Position Type</b>	<input checked="" type="checkbox"/> full time	<input checked="" type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input type="checkbox"/> non-certified	<input checked="" type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

**Job Purpose:** The purpose of the Credit Recovery/ Drop Out Prevention Coordinator is ensure, that students who are credit deficient for on-time graduation are provided the opportunity to graduate through individualized studies. In addition, the program coordinator will provide guidance and support to students returning to the classroom after dropping out of school, or any student at-risk of not completing requirements for graduation from high school.

**Duties:**

1. Orchestrate efforts with school counselors and teachers to develop and deliver individualized, appropriate instruction for any student deemed to be at risk of not completing high school.
2. Assist students with language arts, math, science, and social studies credit recovery in a standards based format.
3. Implement a variety of intervention strategies when working with struggling learners.
4. Create a virtual community of learners with students, parents, and teachers.
5. Provide data for administration regarding students served, success rate, courses taken, courses available, and impact on graduation.
6. Be able to implement individualized computer assisted instruction (CAI) for students.
7. Be able to trouble shoot and correct most issues that occur with the available computer programs.
8. Provide resources and support, which will enable students to be successful outside of the coordinator’s class.
9. Collect and organize on line materials specifically for support of students and teachers.
10. Assist students who use the laboratory independently or for make-up work.
11. Maintain the credit recovery laboratory equipment and materials in working condition.
12. Support individuals to help ensure social and academic success in other classes.
13. Communicate with teachers, and parents in regard to student progress, effort, attendance, or other issues related to student success.
14. Perform other duties as assigned by the Building Principal.

**Skills/Qualifications:**

1. Prefer a minimum of a bachelors degree from an accredited institution .
2. Ability to learn new technology and software as needed.
3. Ability to work harmoniously with students, faculty and staff.
4. Ability to work independently within limited time frames.
5. Knowledge of standard high school curriculum content.
6. Ability to work with students with various academic needs.
7. Good organizational skills.
8. Good communication skills.
9. The desire to help students overcome both academic and social obstacles that interfere with graduation.

<b>Evaluated by</b>	<b>Building Principal</b>
<b>Evaluation Process</b>	<b>As per teacher contract</b>