



# The School Board of Polk County

<https://www.polk-fl.net>

## Job Description

Position Title: Senior Coordinator, Student Success - Early Warning System  
FLSA Status: Exempt  
Salary Grade, if non-union: SG20  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists solely to perform responsible and specialized work in the case management for students identified as at-risk based on Early Warning System (EWS) reports. The intent is to coordinate efforts to dramatically improve middle school promotion rates, which will lead to a dramatic improvement in high school graduation rates.

### Essential Functions of this Job:

\*|Coordinate weekly Early Warning System (EWS) Notification/Monitoring including: (1) Academic progress: over-aged student progress, GPA, and credits, (2) Behavior: referrals, in-school and out of school suspensions, (3) Attendance and tardiness.

\*|Coordinate weekly Early Warning System (EWS) - sample questions (not inclusive) to explore root causes of problem(s) including: (1) Commonalities of success and failure rates - race, gender, ESE (Exceptional Student Education), ELL (English Language Learners), F/R (Free/Reduced) lunch, retentions, grade level, common teachers, (2) Learning gain patterns, (3) Teacher's knowledge of student progress, (4) Student engagement with content and motivation, (5) Consistency of student report card grades with standardized testing, (6) Parent involvement, (7) Strategies used to reduce unacceptable behaviors, (8) Involvement in extracurricular activities, (9) Contacts with students and parents about absenteeism, (10) Methods of increasing business and community support, (11) Methods of utilizing community resources.

\*|Coordinate weekly EWS Strategies including, but not limited to: (1) Rewards and recognition for improved attendance (not necessarily perfect attendance), (2) Parent involvement, (3) Progress monitoring, (4) Mentoring, (5) Counseling (student and family), (6) Schedule modifications, (7) Extended day, (8) Support for extracurricular activities, (9) Extra coursework.

\* Develop and implement individual intervention strategies and graduation plans to increase the likelihood

that identified students will stay in school and graduate on time.

\* Provide the school and United Way of Central Florida with aggregated quarterly reports summarizing accomplishments.

\* Develop partnerships with community colleges and other organizations to support the District Strategic Plan and identified graduation goals.

\*Maintain an updated matrix of community resources available in the school area.

#### Non-Essential Functions of this Job:

Performs other duties as assigned within the scope of responsibilities.

#### Knowledge, Skills and Abilities:

Must exemplify patience, compassion, and fairness in working with students and their caregivers/families. Excellent communication skills. Well organized; able to work objectively and positively in a variety of settings. Demonstrated ability to relate well with people of varied socio-economic and educational backgrounds, as well as ability to work collaboratively and communicate effectively to facilitate consensus, planning and decision making. Able to provide own transportation with reimbursement according to School Board Policy. Ability to maintain and prepare records and reports and proofread and analyze technical documents. Identification of data sources, maintaining a database, and the ability to analyze and problem solve to make data based recommendations is essential.

Knowledge of community services including, but not limited to, United Way of Central Florida partner programs, faith-based services (financial education, food pantries, etc.), government programs (WIC, food stamps, subsidy programs, job training, etc.), business sponsored opportunities (bank services for students/low-income families, job training, internships, etc.). Bilingual/biliterate preferred.

#### Education, Experience and/or Certification/License Requirements:

Graduate from an accredited college or university with a Master's degree in Social Work or School Counseling required. At least five (5) years of case management experience with students and caregivers/families from diverse socio-economic and educational backgrounds. Experience working with community agencies and service groups, especially those serving the economically disadvantaged. Experience supervising case managers/social workers. Experience managing grants, data and reports. Willing to work flexible hours.

#### Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

#### Physical Environment:

Requires working indoors in environmentally controlled conditions and outdoors at playgrounds, ball fields, neighborhood parks, and other such areas where students may congregate. Requires sitting, standing, and moving about for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires current Florida driver's license and the ability to travel to schools, homes, and worksites within the district using personal vehicle. Travel expenses to be reimbursed in accordance with PCSB policies.

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EEO5: 43  
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*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*