

**Graduation Intervention Program Instructor**  
(Grant position)

Reports To: Principal

Work Year: Regular school year

Qualifications:

This position requires any combination equivalent to a Bachelor's degree in education, or a related field; and a) have 3 or more years of successful experience working with students or two years of teaching experience; b) have knowledge of planning, organization and student motivation strategies and c) must be passionate about student's academic success.

Overall Job Function:

The mission of the Graduation Intervention Program Instructor is to support seniors through a nontraditional pathway to graduation.

Essential Functions and Responsibilities:

1. Work with counselors and administration to identify students for the graduation intervention program
2. Maintain spreadsheet of student credits and update accordingly
3. Assign student's online courses per their credit needs
4. Provide weekly progress data to relevant stakeholders
5. Support students academically in their online instruction
6. Monitor academic and attendance data
7. Schedule relevant speakers to address post-secondary success
8. Create supplemental assignments for students as needed
9. Maintains regular attendance