

FAYETTE COUNTY PUBLIC SCHOOLS

Graduation Support Assistant Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned High School	FLSA STATUS:	Non-Exempt
REPORTS TO:	Principal and/or designated school-based administrators or supervising school counselor	WORK CALENDAR:	210 Days 7.5 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	January 2019
PAY GRADE:	3775	REVISED:	November 2024; September 2022; June 2022

SUMMARY: Under the direction of an assigned school administrator or counselor, provide assistance to targeted high school students to help ensure they are on track to graduate within their four-year cohort.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Work with an assigned caseload of off-track students, including regular checks to ensure the students are on track with credit recovery and are not missing required credits
3. Assist with supporting an individualized graduation plan that is created by the school counselor, specifying how the student will graduate with his/her four-year cohort
4. Monitor students who are failing three or more classes, including checking in with those students and their teachers
5. Monitor high school seniors who are failing and/or credit deficient to help maintain a timeline for due dates in order to finish credit recovery classes on time for graduation
6. Communicate with parents of students identified as being at risk of not graduating
7. Collect and track data for individual students and subgroups such as state and national standardized tests and local records (attendance, behavior, student/parent conferences)
8. Submit reports to the lead counselor and/or school administrators as scheduled or requested
9. Work collaboratively with the school counseling department to identify and address barriers to graduating on time
10. Assist the counseling department with visits from college admission representatives and military recruiters
11. Support the counseling department with planning college/career awareness events
12. Ability to be present at the physical worksite
13. Must be able to properly and consistently supervise students, particularly during emergency situations
14. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Completion of at least two years of study (60 semester hours) above the remedial level with a grade of “C” or better at a Professional Standards Commission approved accredited institute of higher education; or an Associate’s degree or higher; or Present a passing score on the Paraprofessional Assessment

Excellent problem-solving skills

Excellent oral, written and interpersonal skills

Ability to follow verbal and written instructions

Proficiency in instructional technology

Ability to handle and complete multiple tasks simultaneously

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience working with at-risk students

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.