

**LANE EDUCATION SERVICE DISTRICT
JOB DESCRIPTION**

POSITION TITLE:	Graduation Specialist II (<i>Limited Duration</i>)
DEPARTMENT/SERVICE AREA:	School Improvement-LatinX Grant
REPORTS TO:	Director of School Improvement
FLSA STATUS/ CLASSIFICATION:	Exempt
SALARY PLACEMENT:	260 Professional Range G

POSITION PURPOSE/SUMMARY:

This position supports LatinX families in Lane County. This position is responsible for the implementation of the LatinX plan for the Student Success Act (SSA) and provides assistance to students, families, and schools to improve graduation outcomes for students. The position is also responsible for knowing the general recruitment efforts of the Migrant Education Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement the LatinX activities and programming in alignment with ODE requirements.
- Provide training and support to students and parents related to graduate requirements and resources to support high school graduation.
 - Meet regularly with assigned students.
 - Attend meetings with students to assist the student in advocating for their needs or resolving school related issues.
 - Complete student needs/aspiration assessment of students' "on track" to graduation status, identify barriers, plan and support students in addressing barriers (academic, social emotional, financial, cultural).
 - Communicate with school staff about student "on track" status and support needs.
 - Maintain knowledge of district(s) graduation requirements and counseling supports.
 - Support students eligible for special education services in understanding transition services and self-advocacy, Youth Transition Program (YTP services), and modified diploma options.
- Develop or augment activities that effectively support students and families in understanding post-secondary education and career options.
 - Maintain knowledge of higher education and post-secondary options and support student access to information and programs.
 - Support students with completion of post-secondary education application

requirements.

- Provide training to support understanding of education and higher education systems and self-advocacy in navigating systems to meet educational goals.
 - Connect students and families to district and higher education resources.
 - Collaborate with districts in supporting student participation in district programs.
 - Maintain knowledge of districts' Career Technical Education (CTE) program options and support student access to programs.
 - Maintain and disseminate information on scholarships focused on LatinX youth.
- Connect students and families with other LatinX and community resources as appropriate.
- Serve as a resource to district staff and counselors related to community resources related to graduation, post-secondary education, and career options for LatinX students.
- Maintain up to date knowledge on Culturally Responsive Practices, Transformational Social-Emotional Learning, and Trauma Informed Care.
 - Develop and maintain relationships with district partners for the purpose of collaboration on graduation requirements and barriers to academic outcomes.
 - Develop resource documents for students, parents, and district partners.
- Develop and implement district and regional Juntos programs.
 - Recruit and train student and parent volunteers.
 - Develop and adapt appropriate curriculum; monitor implementation.
 - Provide professional development and coaching to Lane ESD and district staff.
- Develop and update information materials/brochures related to graduation requirements and post secondary options.
- Coordinate planning of school year and summer events focused on graduation, student engagement and understanding of students' culture.
 - Facilitate family and student participation in summer programs.
 - Coordinate student participation in programs offered by community partners.
 - Plan and implement assigned summer programs/field trips, including all logistics.
 - Provide student supervision for field trips and support for accessing community and statewide programs.
 - Recruit and train student and parent volunteers.
- Support Migrant Education Recruitment efforts.
 - Assist in ensuring that students and families are informed of MEP funded services.
 - Refer families to the Migrant Education Program as appropriate.
 - Support the efforts and activities of the Migrant Education Program staff focused on early learning, family engagement, student engagement/academic support, and program data as required.

- Collect and compile data on services provided. Analyze data and provide programmatic recommendations.
- Represent LatinX/Lane ESD in committees, work groups, and community partnerships focused on improving graduation outcomes and access to career or post-secondary education opportunities for LatinX students.
 - Provide input to ODE related to the LatinX grant.
- Attend State meetings and trainings as required.
- Perform other duties as assigned.

FISCAL RESPONSIBILITY:

- The incumbent is responsible for moderately expensive equipment.
- In planning for events or summer programs, the incumbent makes recommendations for purchases of equipment, supplies, or services.
- The incumbent is responsible for record keeping with regard to enrollment of LatinX families and documentation of training and services provided.
 - Errors may require the incumbent or other program staff to correct.

AUTHORITY:

- The incumbent is responsible for developing, planning, leading collaborative planning, and coordination of graduation supports to students and families.
- The development and preparation of parent and student support activities, program events, and summer programming requires originating and planning.
- The incumbent must be able to meet deadlines in coordination with other program staff.
- The incumbent is responsible for collecting data related to program goals and timelines. The incumbent also assists in analyzing a variety of data program planning purposes, to determine the effectiveness of activities, implement adjustments, make plans for improvement and for the development of training and communications to meet the needs of families.
- The incumbent must have the ability to work with district and community partners using an equity lens and culturally responsive framework to effectively support students and families. General supervision is available on request at most times, but the employee is expected to solve their own problems as a rule.
- The incumbent has the primary responsibility for implementation of LatinX activities.

PLANNING:

- The incumbent is responsible for short- and long-term planning.
 - Examples of short-term planning include scheduling activities with youth, families and day to day scheduling and record keeping.
 - Examples of long-term planning include training and program supports to students and parents, as well as school visits.
- Knowledge of graduation requirements and career or post-secondary opportunities are

required to anticipate and prioritize work activities.

- The incumbent is responsible for planning in coordination with district agency partners.

JOB-RELATED DECISION-MAKING:

- Judgment and decision-making must be made within the parameters of the rules and standards set by the state LatinX grant guidelines.
- Decision-making is generally related to assessing student and family needs, using needs assessment for planning, and prioritizing work activities and meeting deadlines.
- The incumbent will develop materials related to the training aspects of the position. While supporting students and families or volunteers, the incumbent must be able to discern when to seek assistance from district administrators or their supervisor.

INTERPERSONAL CONTACTS AND RELATIONSHIPS:

- The incumbent is in contact with school district and higher education personnel, social service agencies and families to assist in enrollment or access to services.
- The incumbent may make formal presentations to others concerning the LatinX grant or provide training to parents and students.
- Exceptional communication skills, courtesy and discretion are required in conducting parent/student training or needs assessments.
- The incumbent regularly deals with confidential student information, student records and must use exceptional skill, at times, to protect its confidentiality.
- Exceptional communication skills and courtesy are required in developing and maintaining positive relationships with families and community agencies and higher education contacts.

QUALIFICATIONS AND REQUIREMENTS:

Education and Experience

- Bachelor's degree in the field of education, social services or related field is required; a combination of education, training or job specific experience may be considered in lieu of a degree.
- A minimum of 2 years experience providing support to students (K-12) is required.
- A minimum of 1 year experience planning and conducting presentations and facilitating groups/meetings required.
- Experience working with children/youth and their families from diverse backgrounds in navigating the school system and accessing broader community support preferred.
- A valid Oregon driver's license or ability to obtain one by date of hire is required.

Knowledge, Skills and Abilities

- Knowledge of education, health and social services available is preferred.
- Proficiency in the use of computers including internet, email, calendaring software and word processing.

- The ability to understand Oregon graduation requirements and transcripts is essential.
- Ability to learn and apply the state regulations for the LatinX grant and state expectations for graduation support is required.
- Ability to fluently speak, read, and write both English and Spanish is required.
- The ability to acquire skills related to Culturally Responsive Practices, Trauma Informed Care, and Social-Emotional Learning is required.
- Complete job learning time may take beyond 6 months.

PHYSICAL DEMANDS:

- The position requires minimal physical exertion.
- The specialist is normally standing, walking or sitting as required.
- Periodically the specialist may be required to do some light lifting of materials/supplies up to 20 lbs when transitioning from site to site.

WORK ENVIRONMENT/CONDITIONS:

- Generally, the specialist works in an indoor work environment performing clean, non-hazardous work.
- This is an itinerant position requiring travel between multiple work sites.
- The specialist may encounter inclement weather during site visits, field trips or community activities.

WORK EXPECTATIONS:

- Effectively engage with individuals from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Utilize appropriate equipment and software as established for agency use as well as other equipment and software appropriate to the assignment.
- Maintain regular and punctual attendance.
- Confer regularly with immediate supervisor.
- Follow all District work procedures and reasonable requests by proper authority.
- Perform program responsibilities in accordance with statutes, administrative rules, policies, and collective bargaining agreements.

EVALUATION:

- Performance will be evaluated in accordance with the provisions of Board policy and the evaluation program adopted for the position.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Reviewed by LCEA & LESD

Approved by Executive Director of Human Resources - Morgan Christensen

Created

Last Revised 8/12/2022, 3/15/2025