

**School District of Santa Rosa County**  
**Job Description**  
**Success Coach, Secondary**

**Reports to:** School Principal  
**FLSA Status:** Exempt  
**Department:** School Based  
**Prepared by:** Human Resources  
**Date:** May 12, 2022  
**Job Code:** 20013

**Primary Duties and Responsibilities (Essential Functions):**

- Work cooperatively with school guidance counselor
- Assist with registration of new students and scheduling of all students
- Assist students in the selection of classes and graduation option plans
- Oversee the provision of career development activities for students
- Provide information and assistance for Bright Futures opportunities and registration
- Provide appropriate consultation with parents on all issues related to student success
- Provide appropriate consultation and staff development to school personnel as needed
- Provide information and assist in the areas of career exploration and college selection, further education, college entrance exams, financial aid, scholarships, and employment opportunities
- Organize and conduct career and college information programs
- Provide information regarding community service opportunities and enter community service hours in the computer
- Assist with the coordination of dual enrollment, advanced placement, and early admissions programs
- Identify and mentor potential at risk students
- Assist with tracking students who are experiencing attendance difficulties
- Assist with the coordination of district and state-mandated assessments and assist in the interpretation of results to parents, students, and other school staff
- Assist with referrals to other service providers and outside agencies
- Provide or assist with orientation for all incoming and new students
- Consult and collaborate with school personnel and parents in understanding and meeting the needs of students
- Assist with parent/teacher conferences as requested
- Maintain access to current information regarding community resources
- Assist in the orientation of new faculty/staff members
- Provide input in the development of curriculum and the master schedule
- Participate in MTSS meetings
- Participate in faculty meetings
- Attend professional meetings and staff development activities
- Accept responsibility for extracurricular activities as assigned
- Coordinate 504 plan meetings and development as well as ensure distribution of plan to appropriate parties
- Distribute Health Care Plans developed by school nurse
- Establish and maintain cooperative relations with students, faculty, staff, and parents
- Maintain a valid Florida teachers' certificate
- Provide own method of transportation to various locations when required
- Perform other tasks and responsibilities as assigned by the principal
- Organize community service projects
- Assist students with job applications or resume's

### **Supervision Received:**

- Supervisor/s – School Administration

### **Supervision Exercised:**

- Educational Support as assigned

### **Minimum Qualifications & Skills Required:**

- Bachelor's degree or higher from an accredited institution
- Currently hold or eligible for Florida teaching certificate

### **Preferred Qualifications & Skills:**

- Subject area certification
- Master's Degree in Guidance or Counseling

### **Physical Demands:**

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

- Approved compensation plan
- Instructional salary scale

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays

### **Conclusion:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.