

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING MEASURE 98 GRAD COACH

Date: November 26, 2025
Closing Date: December 10, 2025

POSITION STATUS:

This is a full-time (7.5 hours per day) position to begin when hired. Rate of pay is per the Vernonia School District Classified Bargaining Agreement Instructional Assistant level. This position is for the 2025-26 school year, as it is based on available grant funding.

This person is responsible for providing a broad range of services to students in Grades 6-12 (particular focus on grades 9 and 12) that demonstrate risk factors that indicate they are at-risk for becoming a dropout, need supportive coaching, or have recently dropped out of school. The primary function of this position is to connect students to our schools and programs to support their progress toward graduation. This position will perform public relations and other support duties as needed.

Role will be supervised by building principal; though will collaborate on a regular basis with guidance counselor, secretary, 9th grade on track team, future YTP specialist, and Special Education.

JOB RESPONSIBILITIES:

- Collaborate with school staff to identify and support students at risk of disengagement or not meeting graduation requirements.
- Assess students' academic abilities and develop individualized academic and vocational Student Action Plans, and support student senior project development.
- Provide ongoing mentoring, check-ins, and follow-up support.
- Re-engage students who have stopped attending school and support their academic re-entry.
- Build positive, professional relationships that encourage school engagement.
- Connect students with school and community support services.
- Assist with college and career exploration, financial aid (FAFSA) scholarships, résumés, interview skills, and job readiness.
- Coordinate Career Related Learning Experiences (CRLEs), job shadowing, school-to-work opportunities, and postsecondary planning activities.
- Conduct systematic progress checks and assist administrators in monitoring student academic progress.
- Collect, track, and report program data and student progress on a regular basis.
- Participate in required meetings and training seminars.
- Provide scholarship and post-graduation support.
- Perform other duties as assigned.

APPLICATION PROCEDURE: Please submit a completed application, letter of interest, resume, and letters of recommendation to:

Vernonia School District 47J

Attn: Barb Carr

1201 Texas Avenue

Vernonia, OR 97064

Phone (503) 429-5891 Fax (503) 429-7742

Equal Employment Opportunity and treatment is practiced by Vernonia School district regardless of race, color, national origin, religion, gender, age, marital status or disability. These rights are protected by state and federal law and covered by local district policies and practices.