



STUDENT SUCCESS COACH JOB DESCRIPTION

TITLE: STUDENT SUCCESS COACH

QUALIFICATIONS: Ohio Principal Licensure/Certificate Preferred; Master's Degree Preferred
Possess at least 3 years of classroom teaching experience and successful leadership experience in a school setting. Possess strong knowledge of experience in Christian Education.

REPORTS TO: School Administration

JOB GOAL: The Student Success Coach will work to ensure all students reach their full academic and personal potential. This role focuses on promoting positive behavior, strong character, and consistent academic progress through targeted support and intervention. The coach will collaborate with teachers, parents/guardians, and administrators to create a school environment that encourages responsibility, resilience, and success for all students.

PERFORMANCE RESPONSIBILITIES:

- Carry out the vision, mission, and educational objectives of the school as established by the school board and the school administration.
- Work closely and cooperatively with the school administration and other organizational employees, offices, and departments.
- Manage assigned caseload of students placed on academic probation or behavioral probation.
 - Facilitate parent/guardian communication and meetings.
 - Provide weekly grade checks or disciplinary review checks.
 - Provide development and discipleship training in accordance with a Biblical worldview.
- **Specific to fall 2025:** oversee, implement, and provide teacher training with rollout of new student discipline matrix.
 - Manage all student discipline processes and programs – suspensions, Saturday Schools, detentions, etc. (includes parent/guardian communication and data entry)
 - Conduct daily dress code checks.
 - Conduct regularly scheduled hallways sweeps.
- Foster an environment and initiatives that assist teachers in their professional growth and students in their academic, behavioral, and spiritual growth.
- Provide assistance to the School Counselor, on an as-needed basis.
- Participate in all scheduled staff meetings and professional development days.
- Middle/Upper School: Provide after school supervision for co/extra-curricular activities.
- Lower School: Provide oversight of special themed nights (ie. Math/Science Night, Harvest Health Night, etc.)
- Perform all other duties as assigned by the school administration.