



We are pleased to announce that we are seeking qualified applicants for the position of  
**STUDENT SUCCESS COACH 9-12**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S):** 1 **Student Success Coach 9-12**  
**30 hours/week, Mon-Fri, 189 days/year (pro-rated for the remainder of 2021-22)**

**LOCATION:** **High Desert Regional Education Center, Redmond**

**START DATE:** As soon as the candidate is identified

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$18.16/hr  
 Benefits include pro-rated insurance package, sick leave and paid holidays, generous PERS contribution

**QUALIFICATIONS: DEFINITION**  
 The Student Success Coach is responsible for developing and providing an academically enriching environment where students grades 9-12 fulfill their potential for intellectual, emotional, psychological, academic growth, and personal wellness with a specific plan for success. All MGS services will focus on the unique and supplemental needs of the mobile migrant student and will not supplant those activities conducted by other building staff such as counselors, home visitors, and teachers.

Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. In the attached job description, it has been described what we believe to be important qualifications for the ideal candidate while remaining open to the wealth of experiences the ideal candidate can contribute to this role. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

Please see attached job descriptions for more information, qualifications and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Karina Smith, 541.693.5663, [karina.smith@hdesd.org](mailto:karina.smith@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website [www.hdesd.org](http://www.hdesd.org) or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
 High Desert ESD  
 2804 SW Sixth Street  
 Redmond Oregon 97756  
 Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action, equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 12/14/2021  
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 DIRECTOR OF HUMAN RESOURCES  
 Posting # C21-22/146

Oregon Health Authority administrative rule 333-019-1030 requires that, by October 18, 2021, all teachers and school staff either be fully vaccinated against COVID-19 or have been granted a medical or religious exception. "Fully vaccinated" is defined as the point in time 14 days after receiving all required doses of an approved COVID-19 vaccine (currently two shots of Pfizer or Moderna vaccine, or one shot of Johnson & Johnson vaccine).  
**Upon job offer, and prior to their first day of work, successful candidates will need to submit proof of COVID-19 vaccination or a medical or religious exception.**

# **STUDENT SUCCESS COACH 9-12**

## **Definition**

The Student Success Coach is responsible for developing and providing an academically enriching environment where students grades 9-12 fulfill their potential for intellectual, emotional, psychological, academic growth, and personal wellness with a specific plan for success. All MGS services will focus on the unique and supplemental needs of the mobile migrant student and will not supplant those activities conducted by other building staff such as counselors, home visitors, and teachers.

## **Qualifications**

### **Required qualifications**

- Bilingual in English and Spanish
- Experience working with at-risk migrant student and families
- Knowledge of school programs and state requirements
- Knowledge of basic computer software programs
- Experience working independently, semi-independently, and in collaborative teams.
- Human relations, time management, and personal organizational skills.
- Flexible work schedule
- Requires the ability to perform significant reaching, bending, stooping, crouching, and lifting.
- Reliable transportation and consistent attendance is required.
- Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

### **Preferred Knowledge and Skills**

- Knowledge of school and community resources available to migrant students and families, including technical education, career awareness, and post-secondary education opportunities
- Experience working with 9-12 migrant students in an educational setting
- Knowledge of economic, social, cultural, and psychological factors influencing migrant students.

## **Classification** Classified

## **Reports To** Director of Regional Migrant Education Programs

## **Performance Responsibilities**

1. Organizes and facilitates senior seminars to support senior students with projects and college applications
2. Supports students throughout the scholarship application process
3. Obtains, maintains, keeps track of graduation data for migrant students
4. Creates, keeps up to date, and reports service logs following requirements established by the Department of Education
5. Provides assistance to students with financial aid applications
6. Arranges transportation and accompany students to field trips when necessary
7. Works in collaboration with schools, families, and students regarding their progress throughout their academic year
8. Conducts referrals to services aligned to students needs that are available through the school district and/or community to reduce and/or eliminate identified barriers
9. Works with school counselors to monitor and track assistance and academic progress leading toward graduation
10. Facilitates appropriate scheduling options with school counselors and teaching staff for students to gain access to AP, CTE, or regular academic core course options leading to graduation and transition to postsecondary education or employment.
11. Ability to work collaboratively as part of a team, independently, cooperatively, and collectively by identifying, prioritizing, and problem-solving unique needs of migrant students
12. Communicates effectively, regularly, and appropriately with the team and Director
13. Establishes and maintains cooperative work relationships with HDES D employees, local education agency representatives and other contacted during the course of the work day
14. Participates in MGS meetings, conferences and trainings provided by Migrant Education Program
15. Follows established HDES D policies and procedures
16. Complies with HDES D performance standards
17. Completes other duties as assigned by the Director of Regional Migrant Education Programs

## **Terms of Employment**

Salary, benefits and vacation are established by policy and the collective bargaining agreement.