

CC Roles and Responsibilities

CC-Collaboration Coaches

Description of Duties:

1. Facilitate the implementation of school completion activities in assigned middle and high schools in accordance with training provided through the SPDG in partnership with the NDPC-SD.
 - *Work closely with school teams to support them through the process*

2. Participate in all required training sessions provided through the SPDG, including required statewide CC training (approximately 3 per year), monthly Elluminate sessions for CC's, all training sessions required for assigned school teams, and other relevant training sessions as assigned.
 - *Attend training sessions for CC's*
 - *Participate with school teams at their training sessions*
 - *Participate via online communications in the monthly Elluminate sessions led by the Lead Coach for CC's*
 - *If requested, attend faculty meeting to share Project with entire staff of school*

3. Support assigned school teams in data collection and analysis, determination of priorities for improvement, and design of a school action plan aligned to improvement priorities to improve school completion and decrease dropout rates.
 - *Obtain contact information for each team member and establish most effective means of communication*
 - *Determine a contact person for each school team who will act as the point person for the team*
 - *In conjunction with the contact person, determine an appropriate place to meet and discuss/determine meeting dates*
 - *Schedule team meetings, send reminders, and develop agendas for meetings*
 - *Make copies of needed forms/handouts for all team members and bring to meetings*
 - *Assist and support school teams as they gather data*
 - *Assist teams in analyzing the school data*
 - *Facilitate team discussions*
 - *Support school team through face-to-face meetings and through electronic support*

4. Support assigned school teams in effective implementation of the school completion/dropout prevention plan through on-site school visits to guide and support effective implementation of targeted strategies.
 - *Schedule on-site school visits*
 - *Ask questions about implementation*
 - *Assist with problem solving*
 - *Support team members with data collection procedures*
 - *Assist with problem solving regarding data collection*
 - *Review all data collected by the team on a periodic basis*
 - *Assist team with analyzing data for effectiveness*

5. Guide and facilitate school teams in collection of fidelity of implementation data.
 - *Assist school team with the process for collecting fidelity of implementation data on selected strategies*
 - *Ask questions about implementation*
 - *Assist with problem solving*
 - *Review all data collected by the team on a periodic basis*
 - *Assist team with analyzing data for efficacy of fidelity*

6. Guide and facilitate school teams in analysis of fidelity of implementation data and make recommendations to GLRS and SPDG personnel for project improvement.
 - *Assist team with data analysis*
 - *Summarize the school's data*
 - *Report data to GLRS & SPDG personnel on periodic basis*
 - *Make recommendations to GLRS & SPDG personnel for program improvement*

7. Ensure that summative data needed for SPDG project statewide evaluation is collected and reported in a timely manner.
 - *Collect required data as directed*
 - *Submit data reports as directed*

