



Planning for Your Success Team

Sample Job Descriptions for Success Team Leads & Members

This set of sample job descriptions clarifies the roles and responsibilities of Team Leads and members.

Success Team Lead Job Description

Collaborates with: On-Track Coordinator and Data Technician

Position Overview

The Success Team Lead works with the On-Track Coordinator to engage grade-level faculty and staff in the design and implementation of interventions that will increase On-Track rates. These strategies include, but are not limited to:

- utilizing student course performance, attendance, and misconduct data to develop and implement interventions (Tier 2),
- creating a system for tracking the effectiveness of interventions,
- celebrating successes toward On-Track and student connection goals, and
- communicating with the counseling department around academic recovery options for students.

Special Note: The Success Team Lead is often a teacher. This person should be capable of balancing this role with their teaching responsibilities.

Success Team Lead Duties and Responsibilities

- Collaborate with the On-Track Coordinator to facilitate development of highly functional grade-level Success Teams that focus on creating, implementing, monitoring, and evaluating interventions
- Set freshman success goals for On Track and develop structures for students to connect with the administration and Success Team

- Communicate strategies and progress toward success goals to Success Team
- Support the On-Track Coordinator to execute community activities on On Track, including assemblies, parent info sessions, and celebrations
- Participate in ongoing professional development around team leadership and On-Track best practices

Preferred Characteristics

- Service-oriented, especially around student advocacy
- Possess strong instructional skills and knowledge
- Experience in building and facilitating effective teams or willingness to learn this skill set
- Proficient use of Microsoft Office Suite, including Word and PowerPoint
- Experience with an early warning system
- Strong organization, communication, and leadership skills

Success Team Teacher Job Description (9th and 10th Grade)

Collaborates with: On-Track Coordinator and/or Team Lead

Position Overview

Success Team teachers are student advocates who participate fully with their grade-level teammates to design and implement On-Track strategies that will increase student achievement. These strategies include, but are not limited to:

- utilizing student course performance, attendance, and misconduct data to develop and implement interventions (Tier 2 supports),
- collectively evaluating the effectiveness of interventions,
- celebrating successes toward On-Track and student connection goals,
- communicating with parents/guardians around academic recovery options for students, and
- applying the tenants of student support – creating multiple opportunities for success, recognition of and willingness to provide non-traditional supports, understanding and considering the cognitive development of students – in the classroom on a daily basis.

Success Team Member Duties and Responsibilities

- Participate as an active member of a highly functional grade-level Success Team that regularly uses course performance, attendance, and misconduct data to create, implement, monitor, and evaluate interventions

- Set success goals for On Track and student connection with the administration, On-Track Coordinator (where applicable), and Team Lead(s)
- Utilize resources which support student success
- Reflect on one’s own philosophies and practices in an effort to meet the diverse needs of students
- Demonstrate transparency with students and parents on how to achieve success in the course

Preferred Teacher Characteristics

- Teach three or more classes in one grade level or work with students in that grade for a significant amount of time in another way (e.g. grade-level counselor)
- Strong communication and critical thinking skills
- Strong service and support orientation
- Ability to bring projects to closure with minimal supervision
- Willingness to extend work beyond traditional classroom hours
- Maintain a high level of personal responsibility in one’s work

On-Track Coordinator Job Description

Collaborates with: Principal, Team Lead, and/or Data Technician

Position Overview

The On-Track Coordinator engages grade-level faculty and staff – i.e. the Success Team – in the design and implementation of strategies that will increase the school's On-Track rate. These strategies include, but are not limited to:

- utilizing student course performance, attendance, and misconduct data to develop and implement interventions (Tier 2 supports),
- creating a system for tracking the effectiveness of interventions,
- celebrating successes toward On-Track, attendance, and student connection goals, and
- communicating with the counseling department on academic recovery options for students.

On-Track Coordinator Duties and Responsibilities

- Access and provide timely course performance, attendance, and misconduct data in a teacher-friendly form for analysis
- Facilitate development of highly functional grade-level Success Team(s) that focus on creating, implementing, monitoring, and evaluating interventions
- Set success goals for On Track and student connection with the administration and Success Team(s)
- Communicate strategies and progress toward goals to Success Team(s), administration, parents, and students

- Advocate for resources to support student success
- Coordinate community activities around On Track, including assemblies, parent info sessions, and celebrations
- Collaborate with the counseling department on high school transition activities, including, but not limited to: high school fairs and orientation
- Participate in ongoing professional development around team leadership and On-Track best practices

Selection Criteria

- Demonstrated ability to use data to guide planning and evaluation
- Proficient use of Microsoft Office Suite, including Word, Excel, and PowerPoint
- Experience with an early warning system preferred
- High school teaching experience preferred
- Proven experience in building and facilitating effective teams
- Strong communication skills and critical thinking skills
- Experience developing systems and managing change
- Strong service and support orientation
- Ability to bring projects to closure with minimal supervision