



California Public Charter Schools | 93% Graduation Rate 2022 | [www.methodschools.org](http://www.methodschools.org) | 866-Method-8

## Temporary Student Success Manager Job Description

The position of Student Success Manager (SSM) at Method Schools serves as a key role in monitoring the academic progress of every student. In collaboration with a team of homeroom teachers, this role oversees a caseload of students and utilizes a variety of student performance data to align students to effective interventions to ensure academic growth and overall success. The SSM works closely with students, parents and instructional staff to ensure a collaborative approach in supporting students and facilitating ongoing growth. The SSM reports to the Senior Director of Schools and Lead SSMs to establish ongoing guidance and support.

Ongoing duties of the SSM role include:

1. Use data tools to monitor student progress effectively
  - Monitor progress of every student on assigned caseload
  - Utilize a variety of student performance data to ensure progress of every student
  - Utilize data to seek out challenges to address to further the assessment and intervention elements of the program
  - Identify and assign appropriate interventions for every student based on ongoing performance data
2. Collaborate with teacher pod
  - Facilitate “Teacher Pod” meetings at designated times
  - Serve as liaison between teacher pod and leadership
  - Provide a layer of accountability for required attendance elements - Independent Study Master Agreement (ISMA) signatures, Learning Journal signatures, and attendance reporting.
3. Develop intervention strategies to ensure the success of all students
  - Further develop effective interventions based on identified student needs
  - Collaborate with students, parents, instructional staff and data analyst on providing effective interventions for students performing at every level
  - Continuously develop new solutions to existing problems within the educational program
4. Align to Method Schools objectives and vision
  - Communicate across all departments to ensure coordination of support for all students
  - Commit to ongoing growth and development
  - Flexibility to adapt and adhere to possible changes and additions in the course of the summer program

\$30/hour