

**Memorandum of Understanding – Drop out Prevention Manager**  
between  
**Big Brothers Big Sisters of the Sun Coast, Inc.**  
and  
**The School Board of Sarasota County, Florida**

This Agreement is entered into this 16<sup>th</sup> day of June, 2008, effective August 1, 2009, by and between the Big Brothers Big Sisters of the Sun Coast, Inc. hereinafter referred to as “BBBSSC”, located at 101 W. Venice Ave., #34, Venice, Florida 34285, and The School Board of Sarasota County, Florida, hereinafter referred to as “SBSC”, located at 1960 Landings Boulevard., Sarasota, Florida 34231-3331.

**Purpose**

The BBBSSC will provide one Drop Out Prevention Manager to the SBSC as a special project by the BBBSSC to perform services in accordance with its mission to provide mentoring and career related services to the community at large. The job description for Drop Out Prevention Manager is attached as Attachment A and is incorporated into this Agreement. This Agreement delineates the relationship and responsibilities shared by the BBBSSC and the SBSC. Under this special project, the Drop Out Prevention Manager provided by the BBBSSC will provide drop-out prevention services, workforce services, career counseling and other career related services described in this Agreement to students at high schools in Sarasota County. The BBBSSC will review the need for this special project periodically to ensure that the mission and needs of the BBBSSC are being served through this special project.

**BBBSSC Responsibilities**

1. BBBSSC, in cooperation with SBSC and its school principals, shall recruit, hire and pay One (1) Drop Out Prevention Manager, who will provide services at the following schools:

Booker High  
Sarasota High  
Venice High  
North Port High  
Riverview High (includes Cysis program)

2. BBBSSC will provide a staff liaison to interface with appropriate SBSC staff to assure that quality services are provided.

**SBSC Responsibilities**

1. SBSC will provide supervision to the Drop Out Prevention Manager in the school environment, in cooperation with the appropriate school principals.
2. SBSC will assist the Drop Out Prevention Manager in recruiting participants and coordinating planned activities, allow the Drop Out Prevention Manager access to youths on their caseload for guidance, assessment and training sessions.
3. SBSC will provide appropriate office space for the Drop Out Prevention Manager in the assigned high schools.
4. SBSC will provide the Drop Out Prevention Manager appropriate computer access and related training.



# **BIG BROTHERS BIG SISTERS OF THE SUN COAST, INC.**

## **Position Description**

**Position Title: Drop Out Prevention Manager – Sarasota County Schools**

**Reports to: Program Director**

**Status:**

**Supervised by: Assigned Principal**

**Full-Time, Exempt**

Purpose: To increase the graduation rate of Sarasota County students by providing alternative graduation options and mentoring services resulting in positive postsecondary placements

### **Job Duties**

- Assist assigned high school guidance and dropout prevention teachers with the identification of students at-risk of failing to graduate with their age appropriate class.
- Provide identified students names to BBBSSC staff providing mentoring services for at risk youth
- Assist in the documentation of participating students with disabilities as required by Individual Education Plans or Academic Intervention Plan and Big Brothers Big Sisters of the Sun Coast, Inc. Programs
- Assist the GED Chief Examiner to develop GED Exit Option Curricula Model in conjunction with existing dropout prevention and workplace readiness curricula, and state standards.
- Counsel and document the identified students and parents concerning graduation options, transcript analysis results, eligibility for various programs, parental rights and consent, and career options for a positive postsecondary placement
- Assist students in develop a new plan of study, reflecting graduation options through district dropout prevention programs.
- Provide career exploration opportunities and assist the student in developing a career path based on abilities, interests, needs and barriers.
- Conduct and document all preliminary assessment mandated for graduation option chosen to include (Test of Adult Basic, GED Official Practice Tests, Education, FCAT Preparation Assessment).
- Assist Dropout Prevention personnel in the identification and placement of students in OJT programs, internships, and career path employment opportunities
- Assist the GED Examiner in meeting the requirements for specialized testing
- Participate in program specific training as required

### **Minimum Qualifications**

- Bachelors Degree from an Accreditation Institution
- Two years experience in education and/or school or career counseling
- Valid Driver's License
- Teaching Certification Preferred but not required
- Flexible scheduling to accommodate student testing and job placement