

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: AT RISK COORDINATOR
(210 employment contract; Level I)

REQUIREMENTS:

- A. Education Level:** Bachelor's Degree in a Human Services Field.
- B. Experience Desired:** Experience in a behavioral treatment facility may be considered in lieu of a degree.
- C. Physical Requirements:** Constant eye-mind and eye hand coordination, hearing; intermittent speaking, standing, walking, writing, bending and stooping. Frequent keyboarding and repetitive motions with wrists, hands and fingers.
- D. Other Requirements:** Experience in Corrective Thinking, dealing with family issues, organizing parent support, working with outside agencies for at-risk students, and coordinating at-risk committee to develop strategies, interventions and goals for programs.

REPORTS TO: Principal

RECEIVES GUIDANCE FROM: Principal

DATE: June 2002

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinate and organize Corrective Thinking, Family Issues, Parent Support, and NA groups for outside agencies to be held at school.
2. Attend court to update court officials relative to attendance, grades, office referrals. Attend/coordinate biweekly meetings with court service workers to give student updates and relevant information. Meet with students and parents to problem solve and discuss goals.
3. Liaison person with Truancy Day School, JDC, Turning Point North/South and other in-District programs to transition students successfully.
4. Target former and potential dropouts and communicate with student and parents to develop alternative programs.
5. Assist with coordination of adult mentor program.
6. Attend weekly attendance meetings with administrators, counselors, and social workers to target potential students with attendance issues, parent/guardian meetings and student to discuss interventions and problematic issues.

