

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- DROPOUT PREVENTION

JOB DESCRIPTION

FLSA: Non-Exempt BARGAINING UNIT ELIGIBILITY: Yes
PAY 27 SALARY SCHEDULE: Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) Associate's Degree or 60 hours of college credit from an approved accredited educational institution; Bachelors Degree preferred.
(2) Minimum of two (2) years successful experience in K-12 education or social services.
(3) Valid Florida Driver's License.
(4) Ability to provide own transportation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of intervention strategies designed to improve student achievement and school success. Knowledge of federal and state laws and District policies regarding student attendance. Ability to counsel and assist students, parents and school personnel in the resolution of student problems that relate to attendance at school. Knowledge of assessment and case management. Ability to interpret homeless education requirements. Knowledge of local social service and support agencies. Ability to maintain confidentiality. Skill in use of computer applications. Ability to establish and maintain effective working relationships with students, parents, district/school staff, and outside agencies. Ability to communicate effectively both orally and in writing. Ability to operate a motor vehicle.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To coordinate and implement effective dropout prevention interventions in order to improve student attendance and achievement.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Implement case management services, monitors student/family progress and status, and makes referral to other professional staff members or community agencies as needed.
*(2) Investigate all referred students and report results of investigation to referring school as soon as possible.
*(3) Assess student and family school-related needs.
*(4) Interpret laws relating to the Drop Out Prevention program.
*(5) Monitor the certified attendance records, grade records and specified data logs on identified students.
*(6) Serve as a liaison for the District with law enforcement, juvenile justice, mental health and other appropriate agencies.

SPECIALIST -- DROPOUT PREVENTION (Continued)

- * (7) Assist parents and students to make appropriate and lawful decisions regarding school attendance.
- * (8) Participate with student study teams to solve problems, assist with Individual Education Plans (IEPs) and clarify special needs of identified students.
- * (9) Collaborate with school and district-level staff to develop interventions for identified students and develops individualized service plans.
- * (11) Conduct interviews with students and parents in school and home settings.
- * (12) Represent the District/school at truancy conferences and truancy court.
- * (13) Gather data from a variety of sources; i.e., students, parents, school personnel, law enforcement and the community.
- * (14) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting actions.
- * (15) Use appropriate interventions and service coordination techniques that address the specific needs of the student.
- * (16) Establish and maintain continuous professional relationships with community and social agencies.
- * (17) Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
- * (18) Confer regularly with principals, teachers and other school specialists regarding students with attendance and behavior problems.
- * (19) Collaborate with juvenile justice with the transition of students in and out of the school system.
- * (20) Conduct training to school staff on the assigned Drop Out Prevention program and recommend strategies for supporting the needs of students.
- * (21) Maintain daily vehicle logs.
- * (22) Serve on school/district committees as required or appropriate.
- * (23) Adhere to applicable safety standards.
- * (24) Attend all staff meetings and workshops.
- * (25) Assist with maintaining a clean and orderly environment.
- * (26) Be knowledge of and adhere to Board policies and departmental procedures.
- * (27) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (28) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (29) Demonstrate initiative in the performance of assigned responsibilities.
- * (30) Demonstrate support for the school district and its goals and priorities.
- * (31) Exhibit interpersonal skills to work as an effective team member.
- * (32) Follow attendance, punctuality and proper dress rules.
- * (33) Maintain confidentiality regarding school/workplace matters.
- * (34) Model and maintain high ethical standards.
- * (35) Maintain expertise in assigned area.
- * (36) Manage time efficiently.
- * (37) Model and maintain high ethical standards.
- * (38) Participate in cross-training activities as required.
- * (39) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (40) Prepare all required reports and maintain updated and accurate records.
- * (41) Represent the District in a positive and professional manner.

SPECIALIST -- DROPOUT PREVENTION (Continued)

- *(42) Respond to inquiries and concerns in a timely manner.
- (43) Perform other duties as assigned.
- *(44) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 12

Adopted 8/2/11