

AT-RISK COORDINATOR

Purpose Statement

The job of At-Risk Coordinator was established for the purpose/s of directing and coordinating the At-Risk program to include monitoring and contacting at-risk students, their teachers and parents; contacting community resource agencies; scheduling intervention and follow-up meetings; and maintaining at-risk student files.

This job reports to Principal

Essential Functions

- Attends meetings (e.g. intervention meetings, parent meetings, etc.) for the purpose of gathering and disseminating information.
- Contacts community resource organizations and agencies for the purpose of enlisting needed help for at-risk students.
- Contacts parents of at-risk students for the purpose of soliciting their input and help.
- Gathers data on at-risk students (e.g. teacher referrals, SASI, parents, etc.) for the purpose of referring students to the program and keeping track of their progress.
- Maintains at-risk student files for the purpose of keeping track of interventions and the progress of the student.
- Monitors at-risk students for the purpose of determining the appropriate interventions.
- Prepares written materials (e.g. reports, correspondence, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Schedules meetings for the purpose of gathering input on the student and determining interventions to put into place to help the student.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 42

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____