

AT-RISK MANAGER

Purpose Statement

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

This job reports to Principal

Essential Functions

- Assists individuals and small groups with academic and social skills for the purpose of reinforcing instruction in a variety of subjects.
- Attends meetings (e.g. intervention meetings, parent meetings, staff meetings, in-service meetings, etc.) for the purpose of gathering and disseminating information.
- Collaborates with Spark teachers for the purpose of providing instruction and supervision to at-risk students and evaluating their progress.
- Contacts parents of at-risk students for the purpose of soliciting their input and help.
- Coordinates Summer/Fall orientation meeting for incoming seventh graders for the purpose of informing the parents of the at-risk programs available to their students including the SPARK Program.
- Establishes rapport with students for the purpose of helping build their confidence and self-esteem and modeling responsible behavior.
- Gathers data on at-risk students (e.g. teacher referrals, SPARK teachers, parents, etc.) for the purpose of referring students to the program and keeping track of their progress.
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing reliable information, and complying with District, state and federal requirements.
- Monitors at-risk students, students placed in SPARK program and students released from the program for the purpose of determining the appropriate interventions.
- Participates in planning the summer SPARK curriculum with SPARK teachers for the purpose of planning an effective curriculum for the at-risk students.
- Participates in the development of individual at-risk intervention plans for the purpose of ensuring the students plan will help to make the student successful.
- Performs instructional support tasks and a variety of clerical duties (e.g. identify students in the computer, gather at-risk forms from teachers, print out reports, etc.) for the purpose of providing instruction to at-risk students.
- Plans field trip experiences and incentive activities for the purpose of rewarding SPARK students who achieve their goals.
- Provides curriculum and training on curriculum to SPARK teachers for the purpose of ensuring delivery of curriculum in compliance with program objectives.
- Schedules meetings (e.g. parent, SPARK teachers, student meetings, etc.) 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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and operating equipment used in computer lab.

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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 defined 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 requires independent interpretation of guidelines; 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; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

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 is often 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: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

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 39

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

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____