

9.9.12

INTERVENTION SPECIALIST

Reports To: High School Principal

Dept/Campus: High School

Wage/Hour Status: Exempt

Contract Length: 240

PRIMARY PURPOSE/FUNCTION:

Support the education program by providing intervention strategies for students who are at-risk or potentially at-risk.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Effective communication skills with students, parents, partners, district personnel, and co-workers

Knowledge of resources available within the community to address student and parent issues regarding academic, mental health, and socio-economic needs

Ability to provide peer mediation and conflict resolution skill to students and parents

Organization, communication, and interpersonal skills

Experience:

Two or more years of experience at working with at-risk students

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

Intervention specialists will be evaluated by the principal annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all patrons.
4. Demonstrate relentless commitment to academic achievement of all students.

JOB DESCRIPTION
Intervention Specialist
Page 2

5. Monitor at-risk students for the purpose of determining the appropriate interventions.
6. Communicate effectively with at-risk students, parents, community agencies, administration, and teachers.
7. Attend meetings (e.g., intervention meetings, parent meetings) for the purpose of enlisting help for at-risk students and keeping track of their progress.
8. Gather data, maintain files, and monitor students for the purpose of enlisting help for at-risk students and keeping track of their progress.
9. Address truancy issues by providing direct interventions at school sites, communities, and homes of students at risk.
10. Work with counselors to participate in the referral process for mental health services and outside counseling services for students and families.
11. Provide peer mediation and conflict resolution for students, staff, and parents.
12. Coordinate a community mentoring program for at-risk students to provide academic, social, and behavioral role models, as well as support for students and families.
13. Regularly visit punitive programs and meet with students in small group settings to assess student needs and provide support needed to assist students in transitioning back to their home campus.
14. Provide one-on-one mentoring to students placed in alternative settings by the Board of Education for Category III conduct violations.
15. Advise administrators and teachers on issues regarding at-risk students.
16. Identify students who are at risk of dropping out of school and develop intervention strategies for working with those students.
17. Conduct classroom and home visits as a means of dropout prevention.
18. Identify and meet with at-risk students who are assigned to summer school.
19. Serve as a liaison for students who are part of the legal/court system.
20. Maintain a database for keeping track of interventions and the progress of the students.
21. Meet with students on a regular basis to facilitate students' self understanding and improvement of their behaviors and performance.

22. Other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service

Physical Demands:

Frequent district-wide travel; moderate standing, stooping, bending, and lifting

Date Adopted: June 19, 2012

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date