

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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| Job Title: | SHOUPP Tracker |
| Pay Table: | Support |
| Pay Grade: | 5 |
| FLSA Status: | Non-Exempt |
| Job Code: | 569 |
| Reports to: | Director of Alternative Education |

JOB SUMMARY

Under the general supervision of the Director of Alternative Education, the SHOUPP Tracker tracks students who have dropped out of school. Assesses their personal situations, provides advice and encouragement, makes placement/referral recommendations, and maintains related records.

ESSENTIAL JOB FUNCTIONS

- Tracks K-12 non-attending students, gathering information, assessing situation and encouraging students to re-enter school.
- Reviews school attendance reports to determine students not attending. Accesses district student demographic file for telephone numbers, addresses, names of references, etc. Telephones and/or visits homes, talking with students and/or parents. May also visit former schools or talk with neighbors.
- Assesses factors contributing to student's decision to drop out of school. Attempts to determine possible involvement in situations or activities, such as drug and alcohol issues, gangs, etc. that might influence attendance.
- Makes recommendations on educational placement. Options range from student's original school to Mountain High School, BHS 3-6, CHS 3-6, DATC, Job Corp, Adult Ed., and Night School. Makes written referrals to schools or programs and discusses placement with program/school personnel.
- Coordinates student assistance efforts with Family Services and other agencies. Refers students to alternative programs.
- Maintains record of student contacts, assessments, referrals, recommendations, etc. Prepares and distributes related lists and reports (e.g., enrollment reports on all three school levels, bi-monthly letter to schools).
- Meets with students and/or parents encouraging, providing information, advising and generally supporting them in continuing the student's education.
- Mails reports, court letters and related documents to parents of non-attenders.
- Documents all communication.
- Evaluates credits from student transcript, under supervision of certified counselor.
- Advises the student concerning missing credit and ways to make up credit.

- Discusses alternative appropriate school settings for student.
- Writes student referrals (e.g., placement, court referrals, referrals to student services for drop out letters.)
- Writes letters to case management of 10th and lower grade students.
- Attends meetings and coordinates with community and District agencies, programs and departments.
- Prepares and distributes regular reports to special education, ESL, and Alternative Education Principal as required. Additionally, prepares reports for distribution to other stakeholder groups.
- Assigns all new students State and Student ID's and maintains any duplicate State ID's.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Over ten (10) years of related experience or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Computer Skills, including proficiency in word processing.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.