

## 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.*

<b>Job Title:</b>	<b>Drop-Out Interventionist</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	6
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	536
<b>Reports to:</b>	Director of Student and Family Resources Department

### **JOB SUMMARY**

Under the general supervision of the Director of Student and Family Resources, the Drop-Out Interventionist monitors and reviews students who have dropped out of school, assesses their personal situations, conducts outreach to students and parents, and collaborates with local school teams to provide connections to encourage students to re-enter school.

### **ESSENTIAL JOB FUNCTIONS**

- Tracks K-12 non-attending students, gathering information, assessing the situation, and encouraging students to re-enter school.
- Maintains records of student contacts, assessments, referrals, and anecdotal communication with students/parents and documents them in Encore.
- Provides information via email and phone to students and parents encouraging, advising, and generally supporting them in continuing the student's education.
- Informs students/parents of community agencies and resources that provide services to families.
- Communicates daily with K-12 school staff and travels to and from schools as needed.
- Verifies or corrects withdrawal codes in Encore and provides continuous training to K-12 school secretaries/registrars on proper drop coding and attendance procedures.
- Reviews school attendance reports, credits from student transcripts, and graduation summary to determine which students are at risk and in need of intervention.
- Oversees Compulsory Education Exemption affidavits, sends certificates to school/parents and enters affidavits into Encore. Ensures that all schools are following the Compulsory Education Exemption form protocols.
- Assesses factors contributing to student's decision to drop out and collaborates with LCMTs to find solutions.
- Attends LCMT meetings as needed to train counselors and administrators on proper drop coding and attendance procedures.
- Prepares and distributes regular reports for distribution to other stakeholder groups at the request of supervisor.
- Prepares documents, runs daily and weekly reports for UTREX/ USOE compiling

numbers, fixing and assigning SSID student numbers.

### **MINIMUM REQUIREMENTS**

- High School diploma
- Two years of experience in education or a related field.
- Driver's license

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Computer Skills, including proficiency in word processing.
- Effective communication skills.
- Prefer experience working with at-risk populations and conducting presentations and trainings.

### **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.*