



BRIEF DESCRIPTION OF POSITION:

Under the direction of the Assistant Principal and/or Director of Student Services, identifies and monitors potential dropout students; establishes contact with student, parents, and/or legal guardian, teacher and counselor; provides direction and develops and coordinates support services.

STATEMENT OF TYPICAL DUTIES:

- a. Identifies potential drop-out students; monitors and records progress including grades, behavioral patterns, attendance, and school activities; maintains records of student, parents and teacher contacts. **E**
- b. Maintains close contact with student, parents and/or legal guardians, teacher and counselor; provides guidance and assistance and makes referrals to appropriate social service agencies and community organizations. **E**
- c. Provides direction and information through telephone contacts, letters and home visits, as required; establishes contacts with community agencies, personnel in career centers, tutorial centers, and work experience. **E**
- d. Develops and coordinates support services including, but not limited to student support groups and intervention programs. **E**
- e. Prepares and analyze periodic reports and data regarding students at risk of dropping out of school, as evidenced by classes failed, test scores, GPA and absences. **E**
- f. Attends meetings and workshops, as required. **E**
- g. Prepares and analyzes periodic reports and data for students who have been re-enrolled. **E**
- h. Prepares and maintains various records and files regarding high-risk students and related activities. **E**
- i. Coordinates efforts to improve student attendance, upon evaluation determine most appropriate educational setting. **E**
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- School and District programs, procedures, rules and regulations.
- Community resources.
- Needs, problems and concerns of high-risk students.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English/Spanish usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping techniques.
- Applicable sections of State Education Code and other applicable laws.

Ability to:

- Establish rapport and communicate with high-risk students and families.
- Understand and follow oral and written directions.
- Communicate effectively in English and Spanish both orally and in writing.
- Perform basic clerical duties such as duplicating, filing and maintaining records.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective relationships with others.
- Plan and organize work.
- Operate equipment such as typewriter, telephone and copier.
- Operate an automobile safely and defensively.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level coursework in social science or related field and two years