

<b>Job Title:</b>	Specialist, Dropout Prevention & Graduation Support (LIEP)
<b>Grade Level/Terms of Employment:</b>	Grade 123/260 Days
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Dept. of Academics Programs and Support
<b>Immediate Supervisor:</b>	Coordinator, Bilingual and EL Learners

### **General Description:**

The Specialist, Dropout Prevention and Graduation Support is responsible for implementing and facilitating dropout prevention efforts for English Learners with the goal of increasing student engagement and improving academic performance. The Specialist focuses on the academic and school-based support service needs of ELs in order to ensure their academic success. The Specialist works in collaboration with other stakeholders at the school level and home to analyze data aimed at providing dropout preventative services leading to on-time graduation and successful post-secondary matriculation.

### **Essential Duties and Responsibilities:**

- Plans and implements engagement and community efforts that promote and support improved student learning, academic achievement, and drop-out prevention, as well as advancing a culture of respect and value for diverse people in the educational process
- Collects, analyzes, and utilizes data from various resources (academic and attendance records, referral documents, health files, and other pertinent student records) to identify educational, social, cultural, and linguistic needs of students and their families and develop individualized intervention plans
- Maintains necessary records ensuring confidentiality of students and their families, monitors student progress, and prepares related reports, including student enrollment and achievement, cultural/linguistic data, and graduation data
- Develops and maintains working relationships with community partners and agencies serving as a liaison between schools and outside agencies that provide community-based support and resources for EL students and families
- Builds rapport with students and families and communicates enthusiasm and interest in student success
- Assists in the development and refinement of division-wide and school-based LIEP programming
- Serves as graduation coach for English learners and bilingual students by planning and implementing a program of study that meets the individual needs, interests, and abilities of ELs and bilingual students to include academic and postsecondary goals
- Conducts workshops and in-service programs for building administrators, LIEP teachers, general education teachers, and other school staff on current graduation practices and trends
- Keeps current with the literature, new research findings, and improved techniques in LIEP education
- Performs other duties as assigned

**Qualifications:**

- Bachelor's Degree required; Master's degree in social work, counseling, education or related field preferred
- Experience working with youth facing adversity; experience working with minority, underserved and immigrant populations preferred
- Ability to develop, monitor and manager programs to achieve established goals and objectives
- In-depth and demonstrated knowledge of dropout prevention research and the ability to implement recommendations
- Ability to navigate student and family issues in a cooperative, collaborative manner with school staff, families, and students
- Ability to establish appropriate networks with school programs and community agencies to provide essential services for families and students
- Creative, adaptable and independent thinker
- Strong interpersonal and communication skills (verbal and written)
- Effective organizational skills
- Availability to participate in evening and weekend events
- Valid Virginia driver's license and willingness to use personal automobile
- Bilingual/fluency in Spanish preferred