

Job Title:	Student Intervention Liaison - Secondary
Grade Level/Terms of Employment:	Varies
FLSA Status:	Exempt
Work Location:	Assigned middle or high school
Immediate Supervisor:	Specialist, Student Experiences

General Description:

The Student Intervention Liaison coordinates all operational aspects of academic interventions and supports both within and beyond the formal school day (e.g. intervention block, extended day, Saturday, and summer school). The Liaison works closely with key stakeholders, including the school leadership team, instructional staff, families, community-based partners and the City of Richmond to implement and evaluate the division-wide strategy for academic support and enrichment to ensure student success.

Essential Duties and Responsibilities:

- Serves as the school-based point of contact for all matters related to the operational components of in-school interventions, extended day and Saturday programming, and summer school services, to ensure effective planning for, and implementation of, the division's strategy to provide additional academic support and enrichment to students
- Provides support for students in the SBIT (School-Based Intervention Team) process
- Monitors, analyzes, and reports program and service needs to build linkages between families, students and schools
- Provides accurate and timely data to the school and division leadership teams to monitor student progress and evaluate the impact of extended support efforts
- Coordinates with school leadership and community partners to ensure adequate staffing for academic interventions and extended time supports
- Coordinates with school leadership to communicate opportunities for academic support and enrichment to families; ensures families understand key information related to extended time opportunities, including recruiting targeted students and facilitating the registration process
- Supports the development of structures in all extended time programming to ensure a safe and supportive learning environment
- Liaises between school leadership and partners to surface and solve challenges as relevant
- Supports collaborations with City and agency partners including governmental, non-profit, and private agencies to provide increased social support to students and families
- Reviews, approves and submits, as assigned, various reports related to: payroll, payment to community partners, supplies and materials for extended time, and other reports as requested
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in counseling, social work, education or related area required
- Demonstrated leadership qualities and ability to work effectively with students, teachers, parents, business and community leaders and partners
- Exceptional organizational skills and self-management abilities
- Excellent interpersonal and communication (verbal and written) skills
- Ability to work in a fast-paced, team environment
- Fluency with the Google Suite of applications
- Ability to work a flexible schedule
- Possession of a valid Virginia driver's license is required; access to own vehicle
- Bilingual/fluency in Spanish preferred