



LOMPEC UNIFIED SCHOOL DISTRICT

OUTREACH CONSULTANT

JOB SUMMARY:

Under the direction of an assigned supervisor, identify and monitor students at risk of dropping out of school; establish contact with students, parents, teachers and counselors; provide direction and develop and coordinate support services; identify strategies to correct problems for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with administrators to provide early identification of students at risk of failing or leaving school prematurely; work with administrators to establish a properly constituted and elected school site council, develop a student dropout prevention plan, and establish procedures for coordinating services from funding sources at the school level.
- Provide and implement appropriate supplemental instructional and auxiliary intervention services to meet the needs of at-risk and high-risk students; make referrals to in-school services and community agencies and alternative educational programs as necessary; increase learning levels for students at risk in literacy, basic skills development, and career-oriented curriculum content.
- Monitor and increase attendance among high-risk students and reduce truancy, tardiness, and frequent absenteeism.
- Secure outside resources and volunteers, support from private businesses and organizations.
- Develop and implement individual and group interventions.
- Serve as a member of the School Attendance Review Board (SARB) panel; attend and facilitate SST/ COST meetings; attend site, District and community meetings.
- Assist students in securing scholarships, school supplies, employment, community service opportunities, free/reduced lunch, bus transportation, and referrals to community agencies.
- Make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance or behavioral issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies as needed.
- Collaborate with school administrators in providing a staff development program for teachers, other school personnel, and volunteers regarding the needs of the students, appropriate dropout prevention strategies, and suggestions for the replication of successful programs or strategies that enhance the success of high-risk students; work with school staff to develop strategies to motivate students with behavioral problems.
- Assist with the provision of teaching strategies and vocational training relevant to career opportunities for employment.
- Operate a variety of standard office equipment including a copier, printer, computer and assigned software; operate a two-way radio; drive a vehicle to various sites to conduct work.

Outreach Consultant

OTHER DUTIES:

- Assist with school registration activities as requested.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Associate degree in sociology, psychology or related field and three years' experience working with at-risk students.

Licenses and other Requirements

- Valid California Class C driver's license and evidence of insurability.
- Some positions may require the ability to speak, read and write in a designated second language.
- Incumbents are required to obtain or complete an Outreach Consultant Certificate or Dropout Prevention Specialist Certificate program.

Knowledge of:

- Individual and group behavior and effects of social and economic forces on individuals.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.
- Principles and techniques of interviewing and recording social case work. Policies and objectives of assigned program and activities.
- Community resources.
- Applicable sections of the State Education Code and other applicable rules, regulations, and laws.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.

- Ability to:
- Identify at-risk or high-risk students and determine and evaluate needs.
- Listen to students with patience and understanding.
- Develop constructive solutions to problems and prepare appropriate resources.
- Coordinate activities with others to meet the needs of students in areas related to attendance, attitude and achievement. Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Maintain confidentiality.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action. Prepare and deliver oral presentation and in-services.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Subject to variable hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time

Hazards:

Potential contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 35