

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE:	School/Community Intervention Specialist II	CLASS CODE: 891
	School/Community Intervention Specialist I	CLASS CODE: 899
	School/Community Intervention Assistant	CLASS CODE: 894

CHARACTERISTICS OF THE CLASS:

The classifications in this series provide intervention programs and student assistance services for Preschool through Adult learners through community involvement and partnerships; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The School/Community Intervention Specialist II works under general direction and spends a major portion of time assisting with the development of intervention programs at a district-wide level or program level.

The School/Community Intervention Specialist I works under general supervision and spends a major portion of time implementing multiple intervention programs for a designated school, region or program; may assist in developing intervention programs and make home visits.

The School/Community Intervention Assistant works under direct supervision carrying out the activities necessary to implement designated programs.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Acts as liaison between students, parents, school staff, program facilitators, administrators, and community agencies and businesses regarding information, activities, and services provided by selected school student assistance programs; implements programs and intervenes with attendance problems at assigned school site; works with students, families; the School Attendance Review Team and the School Attendance Review Board on attendance issues/problems; conducts initial student and/or parent intervention preliminary assessment interviews; screens students referred to campus-based support groups; facilitates multiple support groups on assigned campus; coordinates and tracks referrals to community-based resources, including Child Protective Services, Sacramento County Sheriff's Department, and other crisis intervention services; coordinates school/community resources and volunteers to provide positive alternative activities to students and their families; develops and maintains an up-to-date community resource network; makes presentations regarding program activities and provides in-service training about the student assistance process; sponsors and/or attends program related meetings, conferences and workshops; develops and maintains a variety of specialized files and record keeping systems; completes and maintains forms, records, reports and documentation of program activity; provides information and assists in developing strategies for effective utilization of funding; may transport students; may be required to perform work on the latest office machines, including but not limited to: word processing equipment, on-line computer terminals, printers, scanners and related equipment.

The School/Community Intervention Specialist I/II also:

Provides leadership in all phases of student assistance program implementation at the district-wide level of in the assigned school/region; participates in the design of program materials and guidelines and makes recommendations for district, school and/or regional implementation; trains district and/or region/site staff on substance abuse/violence issues; assists in grant design and district, regional or site implementation; works with law enforcement agencies, park and recreation organizations, and local businesses to identify funding sources and facilities and to develop supervised after-school activities for students; plans, develops and implements district, regional or site collaborative, informational and/or planning meetings.

QUALIFICATIONS:

Education and Experience:

School/Community Intervention Specialist II: Graduation from an accredited four-year college or university with major course work in social work, counseling, sociology, psychology or a closely related field. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

School/Community Intervention Specialist I: Education equivalent to graduation from a two year college, preferably in a human services field, and related work experience which demonstrates the ability to perform the duties of the position. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

School/Community Intervention Assistant: Education in a human services related field and related work experience which demonstrates the ability to perform the duties of the position. Experience facilitating one-on-one or group interactions highly desirable.

Knowledge, Skills and Abilities:

Knowledge of the laws, rules and regulations applicable to social services;
Knowledge of anger management, violence prevention or other high risk behaviors;
Knowledge of community resources;
Experience in community planning, organization or administration;
Experience in peer support group facilitation with children or adolescents;
Experience conducting screening interviews and interventions with students/families;
Ability to communicate effectively verbally and in writing and to speak in public;
Ability to read, interpret and explain policies, programs and reports;
Ability to follow oral and written instructions with a minimum of direction;
Ability to work independently and to make decisions within the framework of established guidelines;
Ability to establish priorities and deadlines and plan work with only overall objectives defined;
Ability to establish working relationships with students, parents, staff "agency representatives and the public;
Ability to plan and direct the work of other employees;
Ability to analyze and resolve problems with tact and diplomacy;
Ability to compile and analyze information and prepare reports.

Physical Characteristics (consideration will be given to reasonable accommodation):

With or without the use of aids; sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation; ability to speak in an understandable voice with sufficient volume to

be heard in normal conversation; manual dexterity to write and operate telephone and business machines; sufficient mobility to visit district sites and community businesses and offices.

Other Characteristics:

Willing to work additional hours and attend evening meetings on occasion; willing to travel locally and attend conferences/seminars periodically.

Licenses and Certificates:

Possession of, or willingness and ability to obtain a valid California Driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license (use of personal automobile may be required).

Board Approved: 3/23/93
Revised: 3124195 (License Only)
Revised: 8/28/01- Added School/Community Intervention Specialist I and changed title of Intervention