

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE: DIVERSION COURT SPECIALIST**

**QUALIFICATIONS:**

1. Bachelor's Degree required, Master's Degree preferred in related field
2. Desire to work with students, families, and the community
3. Ability to communicate effectively
4. Basic technology skills
5. Experience in the social work field preferred
6. Teaching certificate issued by MO DESE

**REPORTS TO:** Building Administrator

**JOB GOAL:** Provide information on services available to eligible students and families and relaying information regarding school and/or district activities, procedures and referring families to other community agencies. Ensuring compliance with county, state, and/or federal requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Manage and coordinate the diversion court file, court automation, and case processing.
2. Attend all steps of the diversion court process including orientation meetings, staffing court sessions, after school structure work sessions, and any other event as directed by the administrator or diversion court judge.
3. Assesses student and family needs (e.g. financial, medical, parenting skills, etc.) for the purpose of developing and implementing individualized plans of services to support educational objectives.
4. Assist in coordinating workshops for parents and/or students for the purpose of assisting parents in family needs, building a working relationship with the school district and supporting the child's educational program.
5. Coordinates activities with a variety of outside agencies for the purpose of providing referrals for families and/or students.
6. Maintains case records for the purpose of documenting activities and complying with mandated requirements.
7. Participates in meetings and workshops as assigned.
8. Responds to all inquiries for the purpose of providing information on the district support services and/or educational programs.
9. Make home visits for the purpose of gathering information on a student's background and work directly with parents.
10. Serve on a school team as liaison between home and school.
11. Ability to transport daily via personal transportation to various district sites and community agencies.
12. Performs other duties and responsibilities as assigned by their supervisor. All work responsibilities are subject to having performance goals and/or targets established as part of the evaluation process.

**PHYSICAL DEMANDS:** Ability to move around in the instructional area and be able to lift up to 50 pounds.

**TERMS OF EMPLOYMENT:** Base annual contract of 200 days as per approved school calendar; compensation as per adopted salary schedule.

**TYPE OF POSITION:** Exempt

**EVALUATION:** Evaluated Annually by Building Administrator

**APPROVED BY SCHOOL BOARD:** PENDING