

OZARK R-VI SCHOOL DISTRICT JOB DESCRIPTION

TITLE: AT-RISK TRANSITION SPECIALIST

QUALIFICATIONS:

1. Holds or is eligible for Missouri teaching certificate in any secondary-level area or in Adult Education and Literacy (AEL).
2. Vehicle capable of traveling between school and student residences (when appropriate) and between school and other community and agency locations.
3. Valid Driver's License.

REPORTS TO: High School Principal

JOB GOAL: Increase the graduation rate and decrease the drop-out rate of students (disabled and non-disabled students) at Ozark High School.

PERFORMANCE RESPONSIBILITIES:

1. Identify students who are at risk:
 - o Students in grades 10-12 who are not on track to graduate.
 - o Students in grades 9-12 who have demonstrated inconsistent school attendance and/or disciplinary infractions.
2. Assist the Special Service department and at-risk students with disabilities in grades 9-12 to:
 - a. Develop and implement individual student transition plans (ISTP).
 - b. Apply strategies intended to increase persistence to graduation within that student population.
3. Direct Ozark High School's Credit Recovery Program (using Odyssey Ware™) for qualifying students.
4. Conduct individual conferences with each student identified as at-risk, apprising the student and his or her parent or guardian of the following:
 - a. Programs, courses, and career technical education options available to Ozark High School students.
 - b. Remediation strategies, high school courses, and alternative education options available to the student.
 - c. Information on postsecondary education and training.
5. Conduct home visits and conferences as appropriate.
6. Develop a list of coursework and experience necessary to assist each at-risk student in:
 - a. Grades 10-12 to successfully transition to post-secondary education or employment.
 - b. Grade 12 for continuing his or her education if he or she fails to meet graduation requirements.
7. Oversee the development and expansion of the Missouri Options and School Flex Program to the main High School campus.
8. Establish and maintain effective communication with local businesses and employers so as to encourage student and community participation in the Missouri Options and School Flex Program requirements.
9. Collaborate effectively with community agency, school counselors, and other school personnel to program successfully for at-risk students.
10. Develops and maintains student data system documenting progress and student outcomes.
11. Maintain time and effort log complying with federal financial requirements.

PHYSICAL DEMANDS: Ability to move in and about the school and community setting.

TERMS OF EMPLOYMENT: Base annual contract of nine months as per approved school calendar; compensation as per adopted salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Conducted annually by building principal

APPROVED BY SCHOOL BOARD: May 15, 2014