

Job Title: At-Risk Coordinator
Reports to: High School Principal
Dept./School: High School Campus

Primary Purpose:

Coordinate the high school program for students in at-risk situations. Collaborate with district staff and outside personnel to provide educational and career opportunities for students in at-risk situations.

Qualifications:

Education/Certification:

Bachelor's degree

Special Knowledge/Skills:

Ability to organize and coordinate high school program

Ability to interpret data

Knowledge of curriculum and instruction

Strong organizational, communication, and interpersonal skills

Familiarity with the juvenile judicial system

Experience:

Three years experience as a classroom teacher

Major Responsibilities and Duties:

Program Management

1. Implement procedures to identify and monitor at-risk students at high school level, including review of student data.
2. Provide students in at-risk situations with alternative course work through curriculum modification and acceleration.
3. Coordinate education and community services for pregnant students.
4. Participate in the alternative education placement process.

5. Assist in the coordination and compliance with the Drug-Free Schools and Community Act.
6. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.

Consultation

7. Provide resources and materials to aid staff in accomplishing program goals.
8. Provide career counseling to individuals and small groups.
9. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations.

Budget and Inventory

10. Solicit federal funds and participate in grant-writing activities to obtain funding for programs and services for at-risk students.
11. Ensure that programs are cost-effective and that at-risk funds are managed wisely.
12. Compile budget and cost estimates based on documented program needs.

Policy, Reports, and Law

13. Work with data processing staff to assure accurate PEIMS reporting for dropouts and to assure an adequate tracking of at-risk students.
14. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent district wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:

Date:
