

## 27J SCHOOLS EXEMPT JOB DESCRIPTION

**Job Title:** Coordinator of Intervention Services  
**Last Modified:** February 2023  
**Work Year:** 214 days  
**Department:** Intervention Services  
**Reports To:** Director of Intervention Services

**SUMMARY:** Assist the Director with the direction, development and leadership of tiered systems of support for students who are at-risk of educational failure for issues related to student engagement, behavior or challenging life circumstances. Supervise and evaluate department personnel, assist the director in decisions regarding resource allocation & development of policies and procedures which support positive school climate, and direct oversight and management of specific grant-funded initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 30% Assist the Director with day-to-day operations of the department, including collaboration on decisions related to student discipline, safety and wellness and engagement. Assist the Director in research, design, training, implementation and monitoring of district and campus level prevention and intervention programs. Support district and building staff in implementation of such programming.
- D 25% Primary day to day supervision and responsibility for evaluations of identified department staff, including case managers, liaisons in their roles supporting students with issues of attendance, behavior, homelessness, healthcare access, court involvement or other risk factors. Ensure that department staff maintain the confidentiality of sensitive student information.
- D 15% Consult with and direct building and district administrators and support staff on matters of student conduct, attendance and school climate. Responsible for frequent facilitation and participation in meetings with students, families and school staff to problem solve crisis situations, to develop intervention plans and to identify short and long term educational and intervention options.
- D 15% Provides direction and support regarding the management of a caseload of “intensive supervision” students faced with educational barriers including but not limited to: expulsion, homelessness, heightened safety risk factors, mental health, substance use, and agency/court involvement. Attend and represent the District during juvenile court proceeding.
- D 10% Assist the Director in identifying and building partnerships with community support resources, including youth serving agencies, faith-based, health and wellness and business partners. Develop partnerships to provide issue-based group and individual services for educationally at-risk students including oversight and management of contractual agreements with partnering agencies. Represent the District on county and regional youth serving initiatives, committees and boards, as assigned by the Director.
- Ongoing 5% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** Master's degree in counseling, social work, psychology, criminal justice or related human services field preferred. Bachelors in education with equivalent experience and expertise in issues specific to at-risk youth required. Training(s) in motivational interviewing, behavior assessment, substance abuse intervention and/or case management of high risk youth strongly preferred. CAC (certified addictions counselor) certification strongly preferred.

**EXPERIENCE:** Minimum of three (3) years working with adolescents whose behavior or circumstances place them at risk of educational failure is required, which must include experience working in collaboration with courts, law enforcement, human services, mental health and/or other youth-serving community agencies.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Advanced Oral and written English and communications skills. Advanced interpersonal relations; personal computer, keyboarding and word processing; customer service and public relations; critical thinking and problem solving skills and organizational skills. This position will also require basic math and accounting skills. Must have the ability to manage confidentiality in all aspects of job, ability to manage multiple priorities, manage multiple tasks with frequent interruptions and the ability to diffuse and manage volatile and stressful situations. Strong preference will be given to English / Spanish bilingual applicants.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid Colorado driver's license and motor vehicle insurance.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Responsible for the hiring and day-to-day supervision and evaluation of department staff, including case managers and liaisons, who support experiencing issues with school attendance, problem behavior, homelessness, court involvement or other risk factors.

*The physical demands, work environment factors, and mental functions described below 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.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to stand, sit, use hands to finger, handle or feel, talk or hear. The employee occasionally is required to walk, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, and evaluate, use interpersonal skills, and negotiate. Occasionally required to copy, instruct, compute, and compile.