

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INTERVENTION SPECIALIST FOR AT-RISK STUDENTS

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized guidance, early intervention, and clerical support to assist administrators, counselors, teachers, students and parents in a variety of areas related to attendance, academics and behavior to sustain an effective at-risk intervention program; advise and confer with staff, students, parents and community agencies.

REPRESENTATIVE DUTIES:

Assist with the coordination of student behavioral interventions for all students.

Assist administrators and counselors in the implementation of early intervention strategies for students experiencing academic and attendance difficulties.

Assist administrators in the design, implementation and assessment of a student character education program.

Confer with counselors, administrators and staff to assist in identifying students experiencing academic and attendance difficulties and coordinate interventions.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Prepare, maintain and record in student information system a variety of detailed records and reports regarding student progress, attendance contracts, discipline, interventions and consequences.

Observe and control student behavior according to approved procedures and report student progress.

Assist administrators, counselors, and staff in the design and implementation of regularly scheduled parent education meetings; assist administrators in the design, implementation and assessment of a student character education program.

Support administrators in the coordination and monitoring of student behavior contracts; verify completion of appropriate student interventions and behavior consequences.

May initiate and facilitate communication between school administrators, community agencies and the public; report incidents and information involving students, personnel and the public to school and organizational administrators and community agencies; assist school staff with random student searches and the identification of students who are under the influence of controlled substances; assist staff to protect the health and safety of students following approved District procedures and applicable laws.

Assist site administration in the implementation of staff development programs to reinforce interventions for at-risk students and the implementation of mentoring programs.

Supervise students in an office and school environment including students serving detention.

Initiate and facilitate communication with and among students, parents, faculty and administration regarding at risk interventions.

Establish and maintain regular communication with parents.

Perform follow-up activities in person and on the telephone with students, teachers, parents, counselors and representatives of community agencies.

Attend a variety of meetings, workshops and community resource seminars.

Operate a variety of office equipment including but not limited to calculator, computer, and word processing hardware, printer, copier, scanner, folding machine, and two-way radio; and maintain school radio management and distribution.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge of:

At risk intervention strategies and practices.

Student management strategies and techniques.

Interpersonal skills using tact, patience and courtesy.

Organizational skills and public relations techniques.

Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.

Record-keeping, filing, and proofing techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Health and safety regulations.

District organization, operations, policies and objectives.

Applicable sections of District policies, State Education Code and other applicable laws.

Basic arithmetic skills.

Student and personnel confidentiality laws.

Ability to:

Provide information to individuals, small groups and large groups.

Coordinate and facilitate communications between District and site personnel, students, community organizations and the general public.

Work independently with little direction.

Operate a variety of office machines and technology.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Deal with students courteously and respectfully.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

- Maintain accurate records and files.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Work confidentially with discretion.
- Maintain patience in difficult situations.
- Work cooperatively and effectively with others.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or high school equivalency including two years of experience working with at-risk students.

LICENSES AND OTHER REQUIREMENTS:

Certification in de-escalation techniques training within the first six months of employment.
Must obtain valid First Aid and CPR certificate within the first six months of employment.

WORKING ENVIRONMENT:

School environment subject to demanding timelines, communicable diseases and constant interruptions.

Job Study-1/2020