



Job Description

POSITION TITLE:	Intervention and Prevention Specialist Alternative Education County Operated Schools and Programs	#2421
SALARY PLACEMENT:	Classified Salary Schedule Range 31	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Possess a high school diploma or equivalent. Three years of experience working with students, parents, educational agencies, child welfare and attendance personnel at a school district, and community outreach agencies and three years of varied and progressively responsible experience involving student services-intervention and prevention programs in the areas of attendance, enrollment, and data reporting. Training in the use of various recordkeeping and case management techniques.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Pursuing an advanced degree in the educational or social services field. Experience working in student services for a school district or county office of education. Experience working with a Student Attendance Review Board (SARB) for a county office of education or school district. Ability to read, write and speak Spanish

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of Federal and State laws involving education, California Education Code, and department policies and procedures relative to student services. Ability to analyze student data and prepare accurate records and reports. Ability to assist and train staff in the use of the student information systems managed by County Operated Schools and Programs. Ability to supervise and build productive relationships with students, staff, community members and agencies. Ability to operate a computer and knowledge of assigned software. Ability to carry out oral and written directions; write correspondence independently; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under the direction of the Coordinator IV of Truancy Intervention & Prevention and the Director of Student Services, monitor attendance, process and prepare attendance and enrollment reports for County Operated Schools and Programs. Assist in all aspects of student services intervention and prevention. Utilize independent judgment and problem-solving skills in relation to assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Process attendance, enrollment, and state reports for County Operated Schools and Programs Student Services related to truancy and intervention.
2. Complete tasks within established timelines and reporting periods.
3. Monitor truant student daily attendance and enrollment.
4. Communicate and work closely with the probation department, district attorney's office, law enforcement, and district school resource officers.
5. Actively participate and attend regular scheduled intervention/truancy meetings.
6. Assist in monitoring, identifying, planning and organizing student intervention & prevention plans.
7. Assist in conducting home and school visits, including referring students and/or parents to various social service/community agencies.
8. Assist in establishing controls and audit trails within the student information system to insure completeness and accuracy of data and reports.
9. Instruct and assist staff in the use of student information system.
10. Maintain strict confidentiality on all job-related matters.
11. Input data on student demographics.
12. Make mathematical calculations with speed and accuracy.
13. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
14. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.