Adams 12 Five Star Schools

Job Description

Job Title:	**Student Engagement Specialist**	Job Code:	**3031**
Job Family:	**Non-Certified**	FLSA Status:	**Ex – P**
Pay Program:	**Administrative**	Pay Range**:**	**L 07**
Prepared/Revised Date:	**January 2025**	Work Year:	**10 months**

SUMMARY: Responsible for providing case management including needs assessment, planning, advocacy and follow-up in addition to coordination of community resource support, to students who are at risk of dropping out or disengaging from school. Communicate with school staff, families, and community agencies to provide connection, follow up and support for high school students exploring alternative school options.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Identify and provide direct case management for students who have or are at risk of disengaging from school. Attend meetings with and on-behalf of the student and families at school and in the community. Collect and analyze student data such as academic progress, attendance, ICAP, etc. to provide recommendations, information, and options for students who are interested in exploring alternative options and/or credit recovery. Serve as the District point of contact for GED programming.	D	30%
2. Liaison in creating collaborative planning and structures between secondary schools, counseling and the Student Engagement Initiative Department in support of students who are behind in credits as 9th and 10th graders using the MTSS model.	D	15%
3. Identify 11th and 12th grade students who have disengaged or dropped out of school. Outreach to students and families and coordinate efforts to re-engage the student with the goal of developing an actionable plan to achieve a diploma, GED, or other high school completion option.	D	15%
4. Work with the CDE Office of Dropout Prevention and apply the Dropout Prevention Framework across the Adams 12 Five Star School District.	W	10%
5. Build rapport and maintain regular contact via phone, email, virtual meeting, and/or home visits with student/families to ensure student's progress and completion of academic program. Maintain records documenting contact with student/family, community referrals and students' academic progress.	D	10%
6. Build, expand, and maintain relationships with school, district, and community resources in order to effectively match with the student and/or family needs. Coordinate with District and community resource supports and offer advocacy and follow up with the student and families.	M	5%
7. Provide on-going communication efforts to keep administration and counselors up to date on the status of referral students.	M	5%
8. Attend Department Intervention Services regularly. Attend district counseling, SELS, and in service meetings as appropriate.	M	5%
9. Perform other duties/projects as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in counseling, social work, psychology, sociology ore related major required.
- Master's degree preferred.
- Minimum of three (3) years working with adolescents whose behavior or circumstances place them at risk of academic failure in school.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced skills in oral and written communication, interpersonal relations, and problem solving.
- Ability to work collaboratively with all district departments and personnel.
- Experience or working knowledge of the juvenile justice system, youth serving agencies and community partnerships.
- Counseling and group facilitation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Bilingual oral and written communication skills highly preferred.
- Knowledge of issues related to youth at risk of school failure.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks.
- Ability to diffuse volatile and stressful situations.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Student Engagement Initiatives	050302

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	