

CLASSIFIED JOB DESCRIPTION

OUTREACH CONSULTANT

JOB SUMMARY:

Under general supervision, provides assistance to school(s) in the implementation of the School-Based Pupil Motivation and Maintenance (M&M) grant program.

ESSENTIAL JOB FUNCTIONS:

- Providing early identification of students at risk of failing or leaving school prematurely; applying appropriate interventions (both instructional and auxiliary services); makes referrals to in-school services and community agencies; makes assessments to identify and begin remediation of the developmental and other learning difficulties of students.
- Attending regular meetings (at least four a month) of the Student Success Team.
- Providing a staff development program for staff and volunteers regarding the needs of the students, appropriate dropout prevention strategies, and suggestions for the replication of successful programs that enhance the success of high-risk students.
- Monitoring and increasing attendance among high-risk students, reducing truancy, tardiness, and frequent absenteeism.
- Securing outside resources, volunteers, private business support and other in-kind assistance from non-school sources in order to further support students' academic success.
- Establishing procedures for coordinating state and federally-funded services at the school level to support students' academic success.
- Establishing a properly constituted and elected School Site Council, developing a student dropout prevention plan, instituting procedures for coordinating services from funding sources at the school level.
- Providing all necessary data relative to the needs of compliance reviews, annual applications for M&M funding and other evaluative information.
- Increasing learning levels for students at risk in literacy and basic skills development
- Developing a plan that integrates and coordinates the skills and talents of the Outreach Consultant.
- Providing supplemental instructional and auxiliary services to non-English speaking or limited-English-speaking students, educationally disadvantaged students (Title 1), gifted and talented students (GATE) and students with exceptional needs (Special Ed).
- Performing other activities and objectives established by the School Site Council.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to relate to a variety of ethnic and cultural groups; work in team environment; work effectively and efficiently with minimum supervision; model a caring and welcoming behavior; attend at least two out-of-town conferences a year.
- Knowledge of the social, emotional, and physical problems of children, adolescents, and families, crisis intervention, and effective methods of school intervention; community resources, structure and operations of human services and health care agencies, school and neighborhood based organizations.

OUTREACH CONSULTANT

Page 2

- High school diploma or GED required; successful completion of the District's Instructional Assistant Test and/or Clerical Test; fulfill grant requirements to attend classes and obtain Dropout Prevention Specialist Certificate; valid California Driver's license; must maintain insurability and have available an insured automobile for job-related use.
- Bilingual (English/Spanish) preferred.

Classified Salary Schedule: Range 36

BOARD APPROVED: 10/02/01

REVISION DATES: 07/01/15

07/17/23

08/09/2023