

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Intervention Specialist

Classification: Classified Confidential

Reports to: Site Administration

Range: Classified Confidential Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from an accredited college with case management experience preferred.

SUMMARY

Under the direction of the High School Guidance Dean, perform a variety of case management functions involved in identifying, assessing, and counseling students and families with academic, behavioral, social/emotional and/or attendance problems. Provide intervention and participate in the development of programs aimed at improving academic, behavior, social/emotional well being and attendance. Identify at-risk students, conduct conferences with students and parents, coordinate referral services, facilitate communication among school personnel and community. Conduct all activities in the best interest of the at-risk student. . .

SPECIFIC RESPONSIBILITIES

1. Assist in the identification of at-risk students.
2. Maintain confidentiality and make a clear distinction between public and confidential information.
3. Conduct student and parent conferences and/or interviews with emphasis on advocating for the student.
4. Monitor student progress and inform parents, teachers and administrators of this progress.
5. Work with students to set academic and career goals using a variety of methods including four year course planning, computer software, interest inventories and career planning tools.
6. Assist students who are struggling academically to utilize support services such as tutoring and other intervention options available.
7. Assist in organizing and implementing support services.
8. Identify problems contributing to students academic and attendance issues, and assist in problem resolution referral and follow-up.
9. Visits the homes of students with academic and attendance problems to observe home situations. Advises parents and students regarding regular attendance, providing information concerning school rules and regulations.
10. Counsel individual students, parents, and families; provide follow up case management services to students and families by maintaining regular telephone or personal contact with families concerning identified problems.
11. Provide crisis intervention to parents and students in regards to suicide threats, drug abuse, pregnancy, truancy, medical problems, community violence, child abuse and other issues and provide follow up case management services.
12. Prepare case studies for referrals to psychologists, school nurses, law enforcement, and other agencies; make referral to outside agencies.
13. Develop, organize, and participate in in-service training programs; develop and maintain current resource information.
14. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

- A valid California Drivers License.:
- Insurability by the District liability insurance carrier.
- Demonstrate leadership ability.

ABILITIES:

- Establish and maintain effective interpersonal relationships with staff, students, parents and the public.
- Listen to student's and parent's concerns with patience and understanding and to advise students on ways to maintain appropriate interaction with peers and adults.
- Conduct staff in-services for classified and certificated personnel.
- Conduct parent education programs.
- Research pupils educational and social background and identify current behaviors.
- Counsel students, parents and families individually or in groups to enable students to identify and attain good academics and attendance.
- Coordinate and enhance communications between school, parents, community agencies and students.
- Interview pupils, parents, school staff and community members and interpret data received.
- Communicate and work effectively with multi-ethnic poverty communities.
- Make referrals to appropriate persons and agencies.
- Work confidentially with discretion.
- Organize, prepare, and make oral presentations.
- Drive personal vehicle to perform duties as specified under establish guidelines.
- Speak and write effectively.

KNOWLEDGE OF:

- Individual and group behavior and effect of social and economical forces on individuals.
- Current social and economics issues
- Physical, intellectual, social and emotional growth patterns of students.
- Research methods and report writing techniques.
- Oral and written communication skills.
- Interviewing methods and techniques.
- Education code as related to attendance.
- Principles of individual and group counseling.
- Characteristics of at-risk students.
- Laws, policies, rules and regulations pertaining to student discipline; attendance; and substance abuse.
- All ancillary services available through the school District or community agencies.
- Strategies and techniques to foster self-esteem and facilitate problem solving.

CONTACTS:

Daily contacts with students, administrative, teaching and classified staff. Frequent to occasional contacts with parents community agencies, and school business community.

PHYSICAL ABILITIES:

Moderate physical effort, frequent standing, walking and sitting.
Rapid paced work, moderate level of stress, some evening meetings.
Indoor/Outdoor environment. Local travel to community agencies and student homes.
Requires good arm, hand, finger dexterity in order to operate keyboard and other office equipment.
Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.