

**Position:** Intervention Specialist – D.O. / CWA**Classification:** MSC**Reports to:** Assistant Superintendent, HR**Range:** MSC – Confidential Salary Schedule

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**EDUCATION AND EXPERIENCE**

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

**SUMMARY**

Under the direction of the Assistant Superintendent of Human Resources and Child Welfare and Attendance, perform a variety of case management functions involved in identifying, assessing, and counseling students and families with attendance problems. Develop referral plan, provide intervention as needed, and participate in the development of programs aimed at improving 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 and students with poor attendance.

**SPECIFIC RESPONSIBILITIES**

- Assist in the identification of at-risk students.
- Maintain confidentiality and make a clear distinction between public and confidential information.
- Conduct student and parent conferences and/or interviews with emphasis on listening to the student.
- Visits the homes of students with attendance problems to observe home situations. Advises parents and students regarding regular attendance, providing information concerning school rules and regulations.
- Monitor student progress and inform parents, teachers and administrators of this progress.
- Produce and coordinate in-service programs for school personnel on self-esteem, peer counseling, coping skills and drug intervention.
- Prepare and maintain a variety of narrative and statistical reports; submit to the district as required.
- Identify problems contributing to students attendance issues and assist in problem resolution referral and follow-up.
- 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.
- 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.
- Develop, organize, and implement programs to provide an opportunity for students to improve their attendance.
- Prepare case studies for referrals to psychologists, school nurses, law enforcement, and other agencies; make referral to outside agencies.
- Coordinate and enhance communication between school, parents, community agencies and students; participate in identifying and resolving school issues involving attendance; consult

with teachers to encourage open communication with students; participate in identifying community problems and developing needed community services.

- Develop, organize, and participate in in-service training programs; develop and maintain current resource information.
- Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

- A valid California Drivers License.:
- Insurability by the District liability insurance carrier. onstrate 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 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 as indicated by the case plan.
- 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.
- Establish and maintain effective relationships with staff, students, parents and the public.

### **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.
- Knowledge of characteristics of at-risk students.
- Knowledge of laws, policies, rules and regulations pertaining to student discipline; attendance; and substance abuse.
- Knowledge of all ancillary services available through the school District or community agencies.
- Knowledge of strategies and techniques to foster self-esteem and facilitate problem solving.

### **CONTACTS:**

- Daily contacts with administrative, teaching, classified staff, and students. 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, typewriter and other office equipment.
- Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

8/1/2010