

ONTARIO-MONTCLAIR SCHOOL DISTRICT

OUTREACH CONSULTANT

DESCRIPTION OF POSITION

To monitor student attendance and develop individual plans for chronic student absentees. To develop, implement and monitor incentive and support programs for attendance, behavior and academics. To implement programs which generate and support school spirit. To seek community and business support towards incentive programs. To promote positive public relations with the community and business community. To facilitate access of resources to the school's families.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist the school in the early identification of students at great risk of failing, and applying appropriate interventions, both instructional and auxiliary services, referrals to in school services and community agencies and if necessary, alternative education options to meet the needs of those students. At the elementary level early identification and intervention should include, but not be limited to, the assessment of primary grade students to identify and commence remediation of developmental and other learning difficulties;
- Assist the school in regular implementation of the Student Study Team;
- Assist the school in providing a staff development program for teachers, other school personnel and volunteers regarding dropout prevention plans and successful programs or strategies that meet the needs of high-risk students;
- Assist the school in monitoring and increasing attendance among high-risk students, reduce truancy, tardiness, and frequent absenteeism;
- Assist the school in securing outside resources, volunteers, private business support and other in-kind assistance from non-school sources;
- Assist the school in establishing procedures for coordinating services from funding sources at the school level to assist pupils to participate successfully in the core academic curricula and specialized curriculum related to jobs and career opportunities;
- Assist the school in establishing its properly constituted and elected School Site Council, developing a student dropout prevention plan and procedures for coordinating services from funding sources at the school level;
- Assist the school in providing all necessary data relative to the needs of Compliance Reviews, Motivation and Maintenance annual reports and other evaluation information;
- Assist the school to provide curriculum, teaching strategies, vocational training that is relevant to career opportunities and subsequent transition to life-sustaining employment;
- Assist the school in providing tutoring for students at risk in literacy, basic skills development, and career-oriented curriculum content.
- Assist the school in developing a plan that integrates and coordinates the skills and talents of the outreach consultant;

- Assist the school in providing supplemental instructional and auxiliary services to meet the special needs of students identified as being at high risk of not succeeding in the regular school program or dropping out of school, non-English speaking or limited English speaking students, including instruction in a language those students understand, educationally disadvantaged students, gifted and talented students, and students with exceptional needs;
- Assist the school in other activities and objectives established by the School Site Council.

TERMS OF EMPLOYMENT

184 day work year. Placement on the Teachers' Salary Schedule at appropriate daily rate plus fringe benefits.

EDUCATION

Possession of a California Clear Teaching Credential or a Pupil Personnel Services, School Counseling Credential, preferred. Certification acknowledging expertise in the field of English Language Development.

EXPERIENCE

Minimum of three years successful teaching or counseling experience. Master of Arts degree, or higher, preferred.

EVALUATION:

Job performance will be evaluated in accordance with the provisions of the Agreement between the Ontario-Montclair School District and the Ontario-Montclair Teachers' Association.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

Insurability by the district's liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.