

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INTERVENTION SPECIALIST FOR AT-RISK STUDENTS

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized guidance, early intervention, and clerical support to assist administrators, counselors, teachers, students and parents in a variety of areas to sustain an effective at-risk intervention program; advise and confer with staff, students, parents and community agencies.

REPRESENTATIVE DUTIES:

Assist with the coordination of student behavioral interventions for all students.

Assist administrators and counselors in the implementation of early intervention strategies for students experiencing academic and attendance difficulties.

Assist administrators in the design, implementation and assessment of a student character education program.

Confer with counselors, English Language Development (ELD) Department Chair to identify Limited English Proficient (LEP) students experiencing academic and attendance difficulties and coordinate interventions.

Assist administrators, counselors, and ESL Department Chair in the design and implementation of regularly scheduled parent education meetings.

Support administrators in the coordination and monitoring of student behavior contracts; verify completion of appropriate student interventions and behavior consequences.

Coordinate cross age tutoring program.

Assist administrators in the implementation of a community based mentor program.

Assist site administration in the implementation of staff development programs to reinforce interventions for at risk students.

Supervise students in an office and school environment including students serving detention.

Initiate and facilitate communication with and among students, parents, faculty and administration regarding at risk interventions.

Establish and maintain regular communication with parents.

Perform follow-up activities in person and on the telephone with students, teachers, parents, counselors and representatives of community agencies.

Assist with the supervision of Alternative Education Programs on campus.

Prepare and maintain a variety of detailed records, files and reports regarding student discipline, interventions and consequences.

Operate a variety of office equipment including computer and duplicating equipment.

Attend a variety of meetings, workshops and community resource seminars.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

At risk intervention strategies and practices.

Student management strategies and techniques.

Strategies for language acquisition.

District, State and Federal laws and Education Code requirement relating to student behavior and consequences.

Interpersonal skills using tact, patience and courtesy.

Organizational skills and public relations techniques.

Recordkeeping techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Correct usage, grammar, spelling, punctuation and vocabulary of a second language.

Ability to:

Provide information to individuals, small groups and large groups.

Coordinate and facilitate communications between District and site personnel, students, community organizations and the general public.

Communicate with and assist LEP students and parents.

Communicate in a second language.

Work independently with little direction.

Operate a variety of office machines and technology.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Deal with students courteously and respectfully.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

Maintain accurate records and files.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

Maintain confidentiality with discretion.

Maintain patience in difficult situations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school including or supplemented by coursework in a related field; experience providing English as a Second Language instruction, working in a structured program with at risk students or with a community group which provides services to at risk youth and experience implementing discipline strategies at a school site.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license is required; successful completion of the District bilingual proficiency test is required.

WORKING ENVIRONMENT:

School office and campus, noise and interruptions.

INTSPEC

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