

JOB DESCRIPTION
Grossmont Union High School District

DROPOUT PREVENTION SPECIALIST

Purpose Statement:

The job of Dropout Prevention Specialist is done for the purpose/s of facilitating the reentry of students who have dropped out of the educational system; providing information and/or referrals to community resources; and enhancing program services and participation. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Principal or Designee

Essential Functions

- Assists in setting and evaluating program goals for the purpose of cost recovery and program success.
- Attends professional development activities for the purpose of enhancing program services for students and collaboration with direct service providers.
- Collaborates with Guidance Counselors and other direct service providers for the purpose of connecting targeted students with prevention services.
- Collaborates with guidance counselors, community resource programs, social workers, etc. for the purpose of enhancing communication regarding resources to targeted students and parents.
- Communicates with parents and students for the purpose of conveying information regarding the array of services available to facilitate the reentry of students into the educational system.
- Monitors the progress of participating students for the purpose of ensuring the availability of continued support after reentry.
- Participates in site staff meetings and school functions for the purpose of enhancing program participation and building its resource base for student/parent participants.
- Provides and procures information for School Administrators for the purpose of conveying needed information.
- Researches targeted students and makes personal contact (i.e. phone, electronic, etc.) with their parents/guardians for the purpose of arranging meetings, determining reasons for dropping out of the educational system and/or removing barriers to reentry.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; office application software; safety practices and procedures; knowing the demographics of the community; knowing legalities with habitually truant students as it pertains to homeless, foster youth, ed code, SARB; and community and governmental resources.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid California Driver's License

Continuing Educ. / Training

Dropout Prevention Specialist Certification

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 44