



**Hemet Unified School District**  
**1791 West Acacia Avenue, Hemet, CA 92545, 951-765-5100**

## **STUDENT INTERVENTION AND OUTREACH SPECIALIST**

### **JOB SUMMARY**

Under general supervision, to act as a District resource, and provide assistance for administrators and teachers by monitoring student absences, grades, credit completion and providing support in dealing with underlying causes; to enforce compulsory education laws to insure continuing enrollment of students; to represent the District and act as a liaison to various committees and programs relating to student progress and support; perform essential job duties and responsibilities and do other related work as may be required. Positions assigned to this class report to the Director of Student Support Services. An incumbent does not supervise other positions, but coordinates closely with the District's Intervention Counselor, Marriage & Family Therapist/Clinical Social Worker and schools in reference to matters relating to student Intervention. He/she will be expected to gather data on the progress of target students within an identified sub-group to determine intervention needs and resources needed to insure student success. This position is distinguished by an ability to establish effective rapport with staff, students, parents and other agency personnel; with particular emphasis on counseling with students and parents.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Outreach and intervene on issues related to the needs of students who are at the highest risk of dropping out of school. Assist individual schools who may have students with attendance problems through regular review of attendance records;
- Receive reports of absenteeism, credit completion, G.P.A. and provide appropriate follow-up with teachers, parents and students;
- Responsible for locating student non-attenders and making referrals for alternative education programs for students whose needs are beyond the scope of school services;
- Act as liaison and assist school staff in working with Probation Department, Department of Social Services and other agencies;
- Work with District health personnel and other public health agencies in matters relating to chronic illness and reports of child abuse;
- Work with peripheral agencies such as law enforcement, social services, District Attorney and other community aid programs;
- Serve as a member of the District Intervention Team;
- Prepare quarterly data reports about the progress of targeted students;
- Establish and maintain files and referral records of students and actions;
- File suspicion of child abuse reports to appropriate agencies in accordance with State law and District policy;
- Conduct home visits;
- Serve as a mentor to students within the identified cohort;
- Perform other related work as may be required.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

- Provision of the various and appropriate sections of the various State Codes pertaining to student welfare and attendance;
- District programs and policies relative to student welfare, conduct, and attendance;
- Community resources, services and agencies;
- Characteristics and behavior patterns of youth at various ages including youth gangs and trends in youth activities;
- General public relations;
- Correct English usage, spelling, grammar and punctuation;
- First aid practices and procedures.

##### **Ability to:**

- Assimilate and evaluate information and data and prepare sound recommendations based on such information;
- Prepare clear and comprehensive reports;
- Type or keyboard at a net corrected speed of 45 words per minute;

**HEMET UNIFIED SCHOOL DISTRICT**

**STUDENT INTERVENTION AND OUTREACH SPECIALIST**

(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**Ability to: (Continued)**

- Communicate clearly, both orally and in writing;
- Understand and carry out oral and written directions;
- Establish and maintain an effective working relationship with those contacted in the course of work;
- Objectively identify and determine nature of student's problems and issues involved and evaluate their relative urgency;
- Listen to students' and parents' problems with patience and understanding;
- Learn and utilize new and current technologies;

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school AND 30 college units.

**Experience:** Work experience that includes working with students preferably in a school, social service or a community involvement program.

**SPECIAL REQUIREMENTS**

- Requires use of personal automobile.
- Bilingual language skills are desirable and may be required for some positions assigned to this class.

**REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

**Physical Demands:** Manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (occasionally); squat, kneel, push, pull, climb stairs (infrequently); Lift & carry items to 10 pounds (occasionally), to 25 pounds (infrequently); grasp/ manipulate materials and supplies (frequently); use seeing, hearing & speaking (continuously).

**Working Conditions:** Indoor office, Exposure to usual office sounds, office dust, student & playground noise, seasonal temperatures, dust and wind.

Reasonable accommodations may be made to enable a person with disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

Bargaining Unit Position  
Range 32

July 2015