

DROPOUT RECOVERY LIAISON

DEFINITION

Under supervision assists District and school administrators and staff in establishing and maintaining an effective line of communication with the identified student dropout population; and performs related duties as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLE OF DUTIES

Reviews student dropout information from computer data. *E*

Telephone interviews with parents and student dropouts in the home. *E*

Creates preliminary student education plan, facilitates enrollment. *E*

Tracks, mitigates, and follows up on attendance, academic, and personal adjustment. *E*

Performs routine clerical tasks, including minimal typing. *E*

Recommends adjustments to student educational plan as needed.

Facilitates transition between education and vocational placement.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Knowledge of educational programs available within the District;
2. District's student record keeping;
3. Interpersonal communications skills and methods used in motivating students and adults;
4. Good English usage;
5. Specified language(s) pertinent to assignment; and
6. Procedures used in promotional activities.

Ability to:

1. Communicate effectively with students, parents, and District staff to help determine needs of the student;
2. Communicate effectively in a second (specified) language pertinent to the assignment;

Ability to: (cont.)

3. Assist with the development and implementation of student education plan based upon past school history, demonstrated abilities, and student goals;
4. Motivate students and adults using mature judgement, initiative, tact, tolerance, flexibility, and emotional stability in a sometimes stressful situation;
5. Initiate and implement promotional activities;
6. Operate a typewriter (no speed required); and
7. Comprehend and follow instructions.

TRAINING AND EXPERIENCE

Two years of college or its equivalent in a field related to interpersonal communications; good general work experience which demonstrates reliability and responsibility working with multi-ethnic and high risk youths. Job experience involving direct personal contact responsibilities; i.e., personnel training, volunteer activities, human relations or similar experience involving community contact and promotional activities required.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information on the telephone or in person; dexterity of hands and fingers to operate a typewriter; reaching overhead, above the shoulders and horizontally to file documentation; and seeing to review student drop-out information.

Revised: 8/86