

INTERVENTION SPECIALIST

DEFINITION

Under general supervision, performs responsible para-professional work with the high school student guidance process for a specific population; provides support for Title I students to ensure an integrated and coordinated program based on individual needs; assists students to have access and opportunity to participate and benefit from quality curricular programs, and support services leading to remediation of academic deficits and to graduation; monitors student attendance and academic progress; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class function to provide supplemental services to eligible students, which is primarily clerical, procedural, and/or confidential in nature. Successful performance requires that the incumbent learn and thoroughly understand educational program requirements of the assigned school, the District, and the state including program guidelines for Title I or other categorical programs; incumbents must be able to do detailed clerical work with accuracy; work independently; demonstrate initiative; provide positive guidance services to students, parents, and staff, and use good judgment in providing a para-professional level of support services. Some positions in this class may be required to read, write, and/or speak a second language.

EXAMPLES OF DUTIES

Monitors Title I or target population student attendance to identify students who do not meet minimum attendance thresholds; contacts students and parents to determine reason for absence. *E*

Reports unresolved absences to administrators and work with attendance callers and other staff to increase service in this area; prepares attendance reports and monitors attendance contracts as needed. *E*

Identifies Title I students and assists with required paperwork; completes intake for Title I students; provides follow up for students transitioning from middle to high school; and assures that needy students have the opportunity to complete the application for the free/reduced lunch program or other support services. *E*

Refers students requiring services beyond the para-professional level to appropriate certificated guidance staff. *E*

Provides comprehensive program planning information over the telephone or in person to students and parents; monitors student academic progress and identifies students who fall below expected performance levels in core subjects; coordinates timely schedule changes with Guidance staff and modifies student placement based on assessment data; monitors student mandated assessments and recommends changes in support level. *E*

Communicates with parents and students regarding educational opportunities. *E*

EXAMPLES OF DUTIES (cont.)

Participates on Student Study Team (SST); filters referrals, collects required documentation, arranges for student/parent to attend meetings; and provides follow up as SST recommends. *E*

Collects data and prepares routine written reports; performs a wide variety of routine and responsible clerical work, including typing; researches and reviews a variety of confidential information. *E*

Operates a computer to enter and retrieve information; reviews data processing reports for performance of identified students; reviews student schedules for accuracy. *E*

Participates in workshops and in-service training. *E*

Alerts appropriate staff to potential supervision, attendance, and academic concerns. *E*

Supervises student aides. *E*

May translate and interpret for non-English speaking students who are part of the identified supplemental program being supported. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Applicable state and federal laws, District policies, procedures, and other regulations governing student educational programs, student attendance, and confidential records;
2. Modern office equipment and procedures;
3. Report preparation and correspondence methods;
4. English usage, spelling, grammar, and punctuation;
5. Record keeping; and
6. General principles of supervision and training.

Ability to:

1. Perform responsible clerical work related to guidance, student records, and attendance with a high level of organization and attention to detail;
2. Read, understand, and apply with good judgment the policies, rules, procedures, and techniques applicable to the assigned guidance area;
3. Demonstrate sensitivity and understanding of students in targeted population such as Title I;

Ability to: (cont.)

4. Deal tactfully, sometimes in stressful situations, with students and parents regarding requirement deficiencies and graduation status;
5. Work cooperatively with guidance staff, faculty, and administration;
6. Independently make reports and keep accurate records;
7. Communicate clearly, both orally and in writing;
8. Work under pressure and with frequent interruptions;
9. Read, write, and/or speak a second language may be required of some positions in this class;
10. Operate a typewriter and a computer proficiently with Windows-based applications;
11. Supervise the work of others;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Perform complex or varied tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Completion of college course work is desirable.

EXPERIENCE

Experience in dealing with students and parents, previous experience in a responsible clerical position;

or

Two years of clerical experience at or above the level of Senior Clerk Typist with the Huntington Beach Union High School District and computer skills using Windows-based applications.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment and standard office machines; standing for extended periods of time; hearing and speaking to exchange information.