

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

STUDENT INTERVENTION SPECIALIST, STUDENT SERVICES

General Purpose:

A Student Intervention Specialist, Student Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Student Intervention Specialist, Student Services is responsible for supporting selected at-risk youth in the Placer County Office of Education (PCOE) Alternative Education programs, selected school district sites, shelters and other institutions.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Collects and analyzes data related to selected at-risk youth including attendance, behavioral and academic data.
- Provides social-emotional support with selected at-risk youth individually, in small groups and classroom settings in order to increase student achievement.
- Provides ongoing technical assistance to school sites related to providing social-emotional support to students.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, parents, and community groups for selected at-risk youth.
- Provides staff/parent training related to supporting student achievement.
- Provides one to one coaching support to staff in the classroom setting.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in a job related area is required.

Experience:

- History of successful interagency experience.
- History of successful direct learning support experience with at-risk youth.
- Experience in training adult professionals from a variety of disciplines.
- Advanced training in providing social-emotional support to students is required.

Knowledge, Skills and Abilities:

- Knowledge of laws, rules, and regulations impacting systems serving children and families especially related to confidentiality.
- Skills in effective oral and written communication.
- Ability to lead collaborative efforts with a variety of disciplines and agencies.
- Ability to facilitate group processes.
- Ability to work independently and as part of a team.
- Ability to express ideas and concepts clearly and concisely in oral and written form.

STUDENT INTERVENTION SPECIALIST, STUDENT SERVICES/PAGE 2

- Ability to establish and maintain cooperative and professional working relationships with individuals, groups and public and private agency personnel.
- Ability to motivate, challenge and guide others in the improvement of educational goals.
- Ability to plan, organize and conduct trainings.
- Ability to maintain and improve professional skills and knowledge.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Teaching Credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office, school or agency environment, continuous contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

STUDENT INTERVENTION SPECIALIST, STUDENT SERVICES/PAGE 3

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor : _____

Date: 7-14-14

Human Resources: _____

Date: 7/14/14