



## High School At-Risk Support – Extra Duty

**FLSA Status:**

Exempt

**Qualifications:**

Minimum of four years teaching experience at the high school level

**Certification and Licenses:**

Valid Missouri Teacher certificate

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Experience:**

Experience with middle or high school at-risk youth preferred

**Extra Duty Stipend Schedule:**

HS At Risk Coordinator- 11%

### Reports to

Building Administrator

### Terms of Employment

Extra duty position

### Purpose Statement

The purpose of the High School At-Risk Coordinator is to serve as a resource to ensure a successful educational experience for at-risk students.

### Essential Job Functions

- Abides by Missouri statutes, school board policies and regulations.
- Upholds school rules and administrative regulations.
- Attends meetings and performs duties as assigned by administrators or supervisors.
- Participates in faculty, grade level and subject area committees and sponsorship of student activities.
- Maintains a cooperative relationship with staff, students and community.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to the students.
- Creates an environment for learning through functional and attractive displays, bulletin boards, and interest centers as appropriate.
- Communicates with parents through conferences and other means to discuss student's progress.
- Utilizes data and test scores to identify areas of intervention and progress monitoring. Communicates this information to teachers and parents,
- Understands students on an individual level and differentiates instruction based on student need.
- Serves as a resource for instructors and students by discussing, developing and implementing highly effective strategies for teaching and learning.
- Monitors status of students through progress updates and routinely provides communication to teachers.
- Assists students in reviewing for tests and other assignments.
- Provide extra support for students identified as at-risk.
- Identify students eligible for the program's academic or behavioral interventions.
- Coordinate and provide strategic academic instruction to meet the individual needs of students – especially in reading and math.

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- Assists administrators in the implementation of prevention and intervention strategies
- Assist student support team in analyzing and determining the academic needs specific to the at-risk student population.

### **Other Job Functions**

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Participates as a member of an IEP team, 504 team or other student assistance team as requested.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional techniques, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships, maintaining confidentiality, working flexible hours, and working with frequent interruptions.

### **Physical Demands**

Regularly walking, hearing and speaking, some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Being able to communicate in noisy environments, have close moderate and distance vision ability, must have the ability to lift 10-30 lbs. To shoulder height occasionally. Generally the job requires 35% sitting, 25% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

### **Conditions and Environment**

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.

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