
Job Description

TITLE Outreach Specialist – Attendance Intervention

REPORTS TO Director of Prevention Services

POSITION SUMMARY

This position is responsible for identifying and supporting students across the district in all grades who are at risk of dropping out of school or who have already dropped out of school. This position is responsible for both indirect coordination of services and direct services to support students. In addition, the Outreach Specialist works to implement, monitor, and support students, families, and buildings with the BECCA process, including service as the District's BECCA liaison with the Snohomish County court system. It is also responsible to establish, monitor and coordinate the Monroe School District's Community Truancy Board. This includes outreach to community partners, facilitation of the board, and coordination with students and families. The Outreach Specialist works a non-traditional calendar and schedule to reach students and their parents or guardians at times most convenient to families.

Preferred Education and Experience

- Bachelor's degree in social services or equivalent experience
- 2 years of experience working with at-risk youth
- Demonstrated word processing and database skills
- Demonstrated written and oral communication skills
- Demonstrated organizational and management skills
- Demonstrated positive human relations' skills working with students, parents and adults and the legal system
- Experience working with school and community groups and professional organizations
- Familiar with counseling and support services available to students and families and with the role and functions of a guidance counselor
- Familiar and experience in the wraparound model of support
- Familiar with Motivational Interviewing

Special Requirements/Licenses

- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearanceI-9 employment eligibility in compliance with the Immigrations Reform and Control Act
- HIV/HBV training (obtain within 60 days of hire date – District provided)
- Human Resources new hire training (obtain within 60 days of hire date – District provided)
- Valid Washington State driver's license
- Ability to drive an automobile or van
- Availability to work extra hours to meet deadlines and complete assignments if required

Knowledge, Skills and Abilities

- Ability to work a variety of times and dates based on an approved work calendar
- Ability to keep clear, legible, and concise records
- Ability to work independently, in the community and in the public school setting, with students and parents/guardians from different heritages and cultures
- Demonstrated effective interpersonal communication skills

Outreach Specialist-Truancy Job Description Continued:

- Ability to represent the District in a professional manner in the legal process as it relates to BECCA
- Ability to write legibly and speak clearly
- Ability to work at a computer and use the telephone and other office machines.
- Ability to be flexible, organize, set priorities and meet deadlines

POSITION RESPONSIBILITIES

- Work collaboratively with counselors, school staff, and community agencies to identify students at risk of school failure or students that are no longer attending school, including those students with active BECCA petitions. Must use available screening and assessment tools to identify student needs
- Work effectively with targeted youth and their parents/guardians in an effort to return the student to the Monroe Public Schools in an appropriate education program meets their identified needs
- Keep accurate database on youth and families served. Track all outreach activity including return to school or enrollment in other appropriate educational programs
- Maintain accurate OSPI required data related to student attendance and truancy
- Work closely with students, families, and schools with all aspects of the BECCA process, including legal services with students and families as the District's liaison to the Snohomish County court
- Represent the District in a professional manner in the legal process as it relates to BECCA including formal court hearings
- Maintain work schedule including arriving on time for work and appointments
- Facilitate small group meetings with parents and students to explain the legal requirements of BECCA and student/parent responsibilities
- Maintain frequent district communication between school office personnel, administration, district office staff, and community members regarding the BECCA process
- Establish, monitor, and coordinate the Monroe School District's Community Truancy Board
- Maintain knowledge of BECCA legislation and educate district and community stakeholders about evolving requirements and processes
- Create, maintain, and supervise a district-wide system to warehouse truancy process documentation
- Implement truancy interventions and coordinate after-support for at-risk students and families
- Other duties as assigned by the Superintendent and/or his/her designee
- Observe strict confidentiality regarding student information
- Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, fights, substance abuse, etc.
- Adhere to federal, state and district regulations, policies and practices
- Abide by employment provisions provided for in the collective bargaining agreement
- Perform other related duties as assigned
- Appearance in the Snohomish County court system will be required as needed and as dictated by the court in support of the BECCA process
- Work schedule will be designed to be flexible to allow for peak times, nights, weekend, and summer activities

PHYSICAL/MENTAL REQUIREMENTS

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Use of a personal computer for extended periods of time
- Use of a telephone and other office equipment
- Ability to perceive the nature of sound; near/far visual acuity, depth perception;

Outreach Specialist-Truancy Job Description Continued:

- Ability to handle and work with educational and psychological material; providing highly technical oral and written information and reports
- Manual dexterity to operate office machines, gross and fine motor skills
- Exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects
- Experiences constant interruptions; required to deal with distraught or angry public, parents or students
- Frequently required to meet inflexible deadlines
- The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day may be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT CONDITIONS

This position is that of an Outreach Specialist and is represented by Public School Employees of Monroe collective bargaining unit. The position will work a schedule in coordination with the District student calendar. Salary and benefits as determined by the current bargaining agreement. Employee is required to complete all mandatory district trainings by specified deadlines.

EVALUATION PROCEDURES

Performance shall be evaluated annually according to Board and administrative policies and procedures.

Title changed 11-9-21