



Job Description

Job Title: **Intervention Services Assistant Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **October 2014**

Job Code: **050306**
 FLSA Status: **Exempt - E**
 Pay Range: **L10**
 Work Year: **12 months**

SUMMARY: Assist with the direction of prevention and intervention programs for students at risk of educational failure, primarily due to school attendance or behavior issues. Assist with the implementation of policies and procedures which support positive school climates and which increase academic achievement of educationally at-risk students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist the Director of Intervention Services in the day-to-day operations of the department, including student discipline, expulsions, denials of admission, and supervision of Intervention Services staff; provide direction to school administrators regarding student discipline and truancy issues; frequent communication with parents regarding student matters and educational options for educationally at-risk students; Assist with development, review and modification of superintendent policies overseen by the Intervention Services Department.	Daily	25%
2. Primary department liaison for grant initiatives awarded to and impacting students served by the Intervention Services Department. Primary responsibility for the District's Colorado Department of Education's Expulsion and At-Risk Student Services (EARSS) grants, including hiring, supervision and evaluation of grant-funded staff, grant budget oversight, grant data collection and reporting, and grant outcome evaluation. Work directly with the Grants Department to ensure that all expenditures of grant funds are appropriate.	Daily	30%
3. Responsible for the development and evaluation of the District's transitional support services for students at-risk of being expelled or whose expulsions are nearing completion and who will be transitioning back to school or other educational placements. Serve as Department liaison to District's expelled students program.	Daily	15%
4. Primary responsibility for District's Truancy Prevention & Intervention Initiatives, including responsibility for truancy prevention and intervention enforcement and oversight of the District's truancy court referrals and court-supervised cases.	Daily	15%
5. Serve on the Department of Student Engagement Initiatives' Leadership Team to ensure a coordinated effort between the initiatives to meet the mission, vision, values and goals. Serve as the team leader and key advocate for Intervention Services.	Weekly	5%
6. Represent the District and the Department as needed on community, county and regional youth service boards and committees. This position will work closely with law enforcement, probation, juvenile courts and other youth-serving agencies.	Quarterly	5%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree from an accredited college or university in Educational Counseling, Administration or related major required.
- Master's Degree in Counseling, Education Administration or related field preferred.
- Minimum of three (3) years of experience in management, evaluation and implementation of grants required.
- Minimum of five (5) years of experience working in schools or school districts.
- Must complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Principal and/or Educational Counseling Certification preferred.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced skills in oral and written communication, interpersonal relations, management and problem solving.
- Ability to work collaboratively with all District departments and personnel.
- Advanced knowledge of writing, managing and evaluating grants.
- Experience or working knowledge of the juvenile justice system, youth serving agencies and community partnerships.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access,
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Engagement Initiatives, Director	050302

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Case Manager	2	031028
	Family Outreach Liaison	2	1252
	Administrative Assistant	1	070716
	Other Grant Related positions	1	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Accountable for creation of grant budget(s) and assist director with creation and oversight of department budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit			x	
Use hands to finger, handle or feel			x	
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk			x	
Hear			x	
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate			x	
Copy		x		
Coordinate		x		
Instruct		x		
Compute		x		
Synthesize	x			
Evaluate			x	
Interpersonal Skills			x	
Compile		x		
Negotiate	x			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	