

DROPOUT PREVENTION SPECIALIST

The Dropout Prevention Specialist will identify, assist, and provide services to at-risk students who are identified as potential dropouts in order to reduce significantly the dropout rate.

Specific responsibilities:

1. Identify and serve at-risk students at the junior high, high school, and ALC who are identified as potential dropouts.
2. Work and collaborate effectively with teachers and other school-based personnel to identify at-risk students who are potential dropouts.
3. Collaborate with guidance counselors and other direct service providers for the purpose of connecting at-risk students with prevention services.
4. Design and implement a comprehensive plan with identified strategies (including advising, counseling, and mentoring services) to reduce the dropout rate.
5. Design and implement individualized intervention plans with specific strategies (including advising, counseling, and mentoring programs and services) to address the needs of at-risk students and their families/caregivers.
6. Develop and implement an effective mentoring program that will assist individual potential dropouts.
7. Recruit, train, and monitor mentors as part of the dropout prevention program.
8. Monitor the school performance of targeted at-risk students in the areas of academic achievement, attendance, and discipline.
9. Provide targeted at-risk students with assistance in the areas of academic achievement, college awareness/readiness/access, school success (attendance, behavior, personal and social issues), and life-skills (i.e.: organization skills, time management, individual and social responsibility, and work ethic) that impact school performance and dropout rates.
10. Design and implement programs and strategies that emphasize career exploration and career goals.
11. Contact and communicate directly with parents/guardians on a regular basis to ensure parent awareness of and involvement in their child's school performance and activities.
12. Conduct home visits if necessary to discuss students' attendance, discipline, and graduation plan.
13. Maintain accurate data, records, and case management files to document all activities conducted and services provided.
14. Perform other duties as assigned.

