

At-Risk Coordinator

QUALIFICATIONS: Valid Kansas license at the appropriate level with applicable endorsement(s) and background working with the at-risk population

REPORTS TO: Building principal or designated administrator

SUPERVISES: Students assigned to individual classroom and paraeducators if assigned to classroom.

JOB GOAL: To assume responsibility in providing the principal, staff, and department members with leadership and communication focusing on the at-risk student population identified by Russell County USD 407 staff and administration.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate with elementary schools, middle school and high school to accommodate incoming and outgoing at-risk students and transitions.
2. Coordinate with counselor and administration on intervention programming for at-risk students.
3. Coordinate referrals of students within and to and from at-risk services.
4. Assist principal with attendance issues and concerns.
5. Provide effective communication to students and parents regarding the student's performance, attendance, and behavior.
6. Assist principal in facilitating meetings in regards to at-risk or potential at-risk students.
7. Collect and analyze data and make recommendations for improvements to the at-risk program.
8. Develop, coordinate, and implement transitions to and from at-risk services.
9. Assist staff to understand strategies and program changes needed to support the at-risk population.
10. Collaborate as a liaison between students and staff regarding information needed for student success.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with K.S.A. Chapter 72 Article 90.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

1. Very rarely requires exertion beyond walking.
2. Very rarely requires physical exertion beyond walking or climbing stairs.
3. Requires prolonged (over 50% of the time) standing and walking.
4. Requires prolonged (over 75% of the time) standing and walking.
5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.

- X 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

Note: * "heavy" means not over 50 pounds

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.