

# REEF-SUNSET UNIFIED SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	Prevention/Intervention Specialist
<b>Reports To:</b>	Assistant Superintendent
<b>Salary Range:</b>	Certificated – 184 school days, plus 10 work days, plus 15%
<b>Approved Date:</b>	Adopted August 21, 2014

**Nature and Scope of Job:** The Prevention/Intervention Specialist will secure and coordinate services to meet the needs of the whole child – physical, mental, social, emotional – in order to optimize every student’s academic achievement and maximize personal growth opportunities. This position involves working closely with students, parents, school counselors, school nurse, teaching staff, and community resources.

**Basic Function:** Accountable for improving student achievement through the effective management of an assigned area; facilitate the development, enhancement and improvement of assigned programs to provide students access to high quality learning options to stay in school on target to graduate; provide leadership and support in the development of site based Systems of Social and Emotional Support including positive behavior supports (PBS); coordinate and monitor Systems of Social and Emotional Support with social service, counseling and behavioral health organizations.

**Essential Duties and Responsibilities** (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Coordinate, plan and manage assigned functions or programs to expand practices proven to raise student achievement.

Design, deliver and support professional learning opportunities related to Positive Behavior Support Systems including systems of social and emotional support.

Provide professional development for sites and departments related to Positive Behavior Support Systems including social emotional support systems and Student Success Team procedures and process.

Participate in the development of goals and objectives for assigned area (s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implementing approved changes and monitor work activities to ensure compliance with in established guidelines.

Coordinate and prepare for in-service and meetings; develop and present program framework training to staff in support of professional learning.

Develop uniform procedures for invoicing social services and/or counseling service contracts; coordinate and bundle individual social service and/or counseling service contracts into master contracts.

Monitor and evaluate the provision of Positive Behavior Support Systems including systems of social and emotional support to expand or continue practices proven to raise student achievement; develop evidenced based metrics to measure program effectiveness with a focus on disaggregating student outcomes in terms of race, socio-economic and grade level.

Develop a database specific to social service/counseling expertise targeting specific needs; publish an annual evaluation matrix of current social services and /or counseling services with clear criteria distinguishing performance.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Education and Experience:**

Any combination equivalent to: An advanced degree in area of specialty and three (3) years experience in working with children or adolescents and one of the following license listed below.

**Licenses and other requirements**

Valid Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, School Psychologist Credential, Pupil Personnel Services Credential or an Education Administration Credential. Valid ***California driver's license required.***

**Knowledge of:**

- Planning, organization and direction of the assigned area.
- Oral and written communication skills.
- Principles and practices of management and leadership.
- Evaluation of metrics or success criteria.
- Applicable laws, codes, regulations, policies and procedures including Health and Safety and Education codes.
- Accurate budget preparation and control.
- Staff development presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain recodes and generate reports.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

**Ability to:**

- Plan, organize and administer the social emotional support system of the District.
- Ability to leverage resources within the district and from the community.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Plan and organize work to meet schedules and time lines.
- Work independently with little direction and many interruptions.
- Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.  
Coordinate and enhance communications among schools, families, community agencies and students.  
Communicate and work effectively with multi-ethnic poverty communities.  
Assemble confidential and sensitive information, make presentations and deliver in-service in area of Specialty.  
Work collaboratively and build positive relationships with a diverse range of stakeholders.

***Spanish speaking preferred.***

Communicate, understand and follow both oral and written directions.  
Learn new or updated computer systems and programs to apply to current work.  
Demonstrate loyalty and high ethical standards.  
Design and implement a wide variety of professional learning opportunities.  
Focus and appropriate allocated resources toward identified goals.  
Manage change and design an effective system of reporting progress and monitoring results.  
Negotiate skillfully in difficult situations and create solutions inspiring others to reach a common goal.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.

**Qualifications:** 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.

**Physical Demands:** With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read and observe students; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulder and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

**Work Environment:** Office and field environment; driving a vehicle to conduct work; constant interruptions; occasional contact with dissatisfied individuals.

*Reef-Sunset Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.*

***\*Certificate Salary Schedule (District Psychologist)  
Regular teacher schedule, plus 10 work days, plus 15%***