

DROPOUT PREVENTION COORDINATOR

TITLE:	Dropout Prevention Coordinator
REPORTS TO:	Director of Pupil Personnel; collaborates with the principals of participating schools
SUPERVISES:	N/A
JOB FUNCTION:	Supervise the implementation of the Dropout Prevention Program in the participating FCPS schools.

PERFORMANCE RESPONSIBILITIES:

1. Develop strategic plan and implement dropout prevention program according to the specific instructions of the request for proposal.
2. Maintaining a daily contact log on each participating student. This log will be provided by KDE.
3. Demonstrate high expectations for every student.
4. Collect and submit requested data, program assessment/evaluations.
5. Arrange, conduct, and/or facilitate monthly parent/family meetings.
6. Make home visits when necessary.
7. Collaborate with the Family Resource and Youth Services Center, as well as the Migrant Coalition Network to provide participating families with a community resource book.
8. Identify community partners and establish working relationships.
9. Attend professional development trainings with dropout prevention concentration.
10. Communicate dropout prevention program “news” with school administration and staff regularly and consult with the Department regularly on growth, needs, and concerns.
11. Provide or refer student services and resources to meet all student needs.

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12. Recruit mentors.
13. Collaborate with each school's FRYSC Coordinator.
14. Collect data and maintain a file on each student.
15. Hold initial meeting with student and parent/guardian, review permission forms, and obtain signatures.
16. Meet with students regarding their community service projects.
17. Participate in district sponsored meetings.
18. Assess the students' physical, social/emotional, and economic needs.
19. Provide family assessments as needed.
20. Develop an intervention plan to address assessed problems.
21. Provide individual or small group counseling for students.
22. Counsel students to understand their problems and teach them appropriate decision making.
23. Monitor targeted students' attendance, and intervene when necessary to assure regular attendance.
24. Establish a desirable working relationship with parent/guardian to assure constructive parental participation and involvement.
25. Make referrals to community resources to meet students and their families' needs.
26. Develop a comprehensive knowledge of all community agencies and their resources.
27. Attend and participate in individual supervisory, counselor, and teacher conferences upon request.
28. Confer with the principal, associate principal, and/or dean of students upon request.
29. Collaborate with teachers, other school personnel, and agencies.
30. Respond to students' crises by administering interventions for:

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- a. Suicide risk
- b. Physical/sexual abuse, neglect
- c. Deaths of student, family member, faculty
- d. Conflict resolution

31. Maintain regular attendance.

32. Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA in Social Work, Guidance Counseling, School Psychologist
- Master's Degree (preferred)
- Three (3) to five (5) years work experience in schools
- Fluency in Spanish (preferred)

LICENSES AND OTHER REQUIREMENTS:

- School Social Work, Guidance Counseling, School Psychologist Certification

<i>Original Date:</i> _____
<i>Revision Date:</i> <u>July 2012</u>
<i>Revision Date:</i> _____
<i>Revision Date:</i> _____

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