

INTERVENTION LIAISON

DEFINITION

Under general supervision, works with Middle School and High School students who have been assigned to the District Suspension Center and provides assistance in resolving social, academic, personal or behavior problems that prevent students from achieving at their maximum ability. The Intervention Liaison will interface with staff, parents, and students to focus on the student's problems and behavior modification.

ESSENTIAL DUTIES

- Provides group or individual assistance to students suspended from their schools.
- Develop strategies with District Suspension Center Teacher to provide behavior modification instruction for suspended students.
- Conducts anger management sessions for students when necessary.
- Develops individual plans for students and follows-up with communication to the school counselor and teachers at the regular school of attendance.
- Works closely with school counselors and administrators who are responsible for discipline.
- Communicates and visits the homes of students when necessary.
- Conducts assessment interviews to determine the student's needs.
- Develops relationships with community agencies, groups, and professional affiliations as appropriate.
- Monitors student progress.
- Assists teacher in monitoring attendance.
- Develops and delivers presentations to school staff, parents and community groups.

QUALIFICATIONS

Knowledge of: Community problems, interests, and concerns; basic principles of human motivation and understanding; basic principles of group behavior; community service resources; education purposes, goals and objectives; community-based organizations and agencies; laws and regulations pertaining to attendance and suspension codes; time management skills; school curriculum and administrative procedures, and pertinent areas of school rules and regulations related to middle schools and high schools; modern office practices, procedures and techniques; English usage, spelling, grammar and punctuation; standard office machines and equipment, including microcomputers.

Ability to: Understand and communicate with students and adults of different racial and cultural backgrounds; learn and interpret school and district policies, regulations and procedures; draft correspondence independently; prepare comprehensive reports; make mathematical calculations with speed and accuracy; understand and follow oral and written directions; establish and maintain cooperative working relationships in a multi-tasking environment with frequent interruptions; display tact and diplomacy with persons of varied educational, cultural and socio-economic backgrounds; effectively operate a microcomputer and use appropriate application software applications.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of experience working in a liaison capacity in a school setting and/or career counseling.

Education: Verification of a Bachelor's degree from an accredited institution. Site supervisor certificate issued by the State of California is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. A private vehicle is required.

Condition of Employment: Insurability by the District's liability insurance carrier.

Certificate Requirement: Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.