

Farmersville Unified School District

JOB TITLE: OUTREACH CONSULTANT

JOB DESCRIPTION

Description:

The Outreach Consultant will provide supplemental supportive services to high-risk students and their families. The outreach consultant will work with school site staff to coordinate and develop innovative/integrated strategies to increase student success and parent involvement.

Duties and Responsibilities

- Assist staff members with the early identification of students at risk of failing or leaving school prematurely, and applying appropriate interventions for assistance such as: in-school services, referrals to community agencies, and if necessary, alternative educational programs
- Assist the school in providing staff development program for teachers, other school personnel, and volunteers regarding the needs of the students, appropriate dropout prevention strategies and suggestions for the replication of successful program or strategies that enhance the success of high-risk students
- Assist the school in monitoring and increasing attendance among students, reducing truancy, tardiness, and frequent absenteeism.
- Assist the school in securing outside resources, volunteers, private business support and other in-kind assistance from non-school sources to support and enhance students' academic success
- Assist the school in establishing a properly constituted and elected School Site Council (SSC) and English Learner advisory council. Plan, prepare for and conduct SSC and ELAC meetings
- Assist the school in other activities and objectives established by the SSC and BAC, including dropout prevention strategies.
- Other related duties as assigned

Qualifications:

- Education and Professional Certification Preferred
AA/AS or Bachelor's Degree
- Valid California Driver's License (Own Transportation/Vehicle Liability Insurance)
- Willing to work flexible hours for parent outreach
- Basic Computer Skills
- Bilingual preferred (oral and writing skills)

Desired Skills:

- Be knowledgeable of local community agencies and community programs that are available to assist in the physical psychological and academic needs of students
- Be knowledgeable of techniques that enhance interpersonal communication, self-understanding, and self-disclosure
- Be knowledgeable of methods to create change and encourage improvement in individuals, programs, and institutions
- Be capable of supervising, instructing and advising pupils and adults
- Handling multiple tasks in a time-sensitive environment
- Self-motivated, self-organized
- Ability to communicate verbally and in written form

Physical:

Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

Other Requirements:

Applicants selected for employment will be required to submit fingerprint clearance, and a negative TB test at their own expense.

CSEA Approved: October 3, 2012

Board Approved: October 9, 2012