



Job Description

POSITION CODE: 894
Classified Group: CSEA
Salary Range: 22
Work Days: 261
Page 1 of 3

POSITION TITLE: School Community Intervention Assistant

DEFINITION: Under direct supervision, carries out the activities necessary to implement designated programs.

DIRECTLY RESPONSIBLE TO: Early Childhood Education, Administrator

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Acts as liaison between students, parents, school staff, program facilitators, administrators, and community agencies and businesses regarding information, activities, and services provided by selected school student assistance programs.
2. Implements programs and intervenes with attendance problems at assigned school site.
3. ~~Works with students, families, the School Attendance Review Team, and the School Attendance Review Board on attendance issues/problems~~
4. Conducts initial student and/or parent intervention preliminary assessment interviews.
5. ~~Screens students referred to campus-based support groups.~~
6. ~~Facilitates multiple support groups on assigned campus~~
7. Coordinates and tracks referrals to community-based resources, including Child Protective Services, Sacramento County Sheriff's Department, and other crisis intervention services.
8. Coordinates school/community resources and volunteers to provide positive alternative activities to students and their families.
9. Develops and maintains an up-to-date community resource network.
10. **Makes *Creates and gives*** presentations regarding program activities and provides in-service training about the student assistance process.
11. Sponsors and/or attends program related meetings, conferences, and workshops.
12. Develops and maintains a variety of specialized files and record keeping systems.
13. Completes and maintains forms, records, reports, and documentation of program activity.
14. Provides information and assists in developing strategies for effective utilization of funding.
15. ~~May transport students;~~
16. May be required to perform work on the latest office **equipment** machines, including but not limited to: word processing equipment, on-line computer terminals, printers, scanners and related equipment.
17. **Performs related work as required.**

QUALIFICATIONS

Education and Experience:

Education in a human services related field and related work experience which demonstrates the ability to perform the duties of the position; experience facilitating one-on-one or group interactions highly desirable.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of the laws, rules and regulations applicable to social services
- ~~Knowledge of anger management, violence prevention or other high risk behaviors;~~
- Knowledge of community resources, ~~Experience in~~ community planning, organization or administration
- ~~Experience in peer support group facilitation with children or adolescents;~~
- ~~Experience~~ **Knowledge of** conducting screening interviews and interventions with students/families
- Ability to communicate effectively verbally and in writing ~~and to speak in public~~ **with administrators, staff, students, parents, and the community**
- Ability to read, interpret, and explain policies, programs, and reports
- Ability to **understand and** follow oral **verbal** and written instructions ~~with a minimum of direction;~~
- Ability to work independently, **with minimum direction**, and to make decisions within the framework of established guidelines
- Ability to establish priorities and **meet** deadlines ~~and plan work with only overall objectives defined;~~
- Ability to establish working relationships ~~effectively with all levels of staff~~, with students, parents, ~~staff~~ **community** agency representatives, and ~~the public;~~ **members of the community**
- ~~Ability to plan and direct the work of other employees;~~
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to compile and analyze information and prepare reports
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS

Work Environment:

- Indoor office, classroom, or home environment
- **Quiet conditions**
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- **Inspect documents and other written** sufficient vision to read printed materials **with fine print**
- **Communicate to exchange information in person, small groups, and/or on the** sufficient hearing to hear normal and telephone conversation;
- ~~ability to speak in an understandable voice with sufficient volume to be heard in normal conversation;~~
- **Operate office equipment requiring repetitive hand movement and fine coordination** manual dexterity to write and operate telephone and business machines;
- **Move about school, facilities, and community businesses to conduct work** sufficient mobility to visit district sites and community businesses and offices.

Other Characteristics:

- **Ability** willing to work additional hours and attend evening meetings on occasion
- **Ability** willing to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 3/23/93
Revised: 3/24/95 (License Only)
Revised: 8/28/01- Added School/Community Intervention Specialist I and changed title of Intervention
Revised: TBD

DRAFT