

Phoenix Union High School District
4502 North Central Avenue
Phoenix, Arizona 85012

Equal Opportunity Employer

POSITION TITLE:	Student Prevention/ Intervention Specialist	DIVISION:	Curriculum
WORK YEAR:	9 Months	DEPARTMENT:	
LOCATION:	Campus	SALARY SCHEDULE:	Certified

GENERAL STATEMENT OF RESPONSIBILITIES:

The Student Prevention/Intervention Specialist will be responsible for facilitating the campus student intervention program. This will include facilitating campus teams that directly address the needs of students to assist them to be successful, facilitating student support groups, processing students who will require or request the services provided by the intervention teams, facilitating school-wide inservice education programs for all staff, providing direction to other staff members who assist with the intervention services and programs, maintaining and reporting appropriate data and records, and maintaining appropriate contact with community resources, agencies and organizations.

ESSENTIAL FUNCTIONS:

1. Devote the majority of his / her time to academic, social/personal and behavioral interventions with students.
2. Facilitate / participate on intervention teams such as threat management team, intervention team, crisis response team, discipline team and the support services committee.
3. Coordinate the operation of student support groups including the co-facilitation assignments.
4. Communicate with parents, school personnel, and community resources to enhance student success.
5. Schedule and conduct student intervention conferences with parents, teachers, counselors and outside agencies.
6. Maintain communication with staff and administration regarding interventions in compliance with all laws and policies.
7. Maintain, compile and report accurate records for all students referred for individual or group interventions and services.
8. Work collaboratively with the Community Liaison and with community based organizations to obtain volunteer group facilitators as well as other appropriate support and intervention.
9. Work closely with campus and District Administration to ensure compliance with applicable Board policies, as well as State, and Federal rules, regulation, and statutes.
10. Attend District and campus meetings as required.
11. Provide program materials, educational activities, and training opportunities for students, counselors, and other school employees.
12. Carry out his / her responsibilities as assigned by the activities described in the Drop out Prevention Plan and/ or as stated in Board Policies or State Statutes.

QUALIFICATIONS:

1. Master’s degree (State licensure as clinical social worker, addictions counselor or clinical counselor preferred)
2. Education and / or training in prevention and intervention best practices.
3. Training and experience as a support group facilitator.
4. Knowledge of individual and group activities that lead to school success.
5. Experience in conducting training, workshops, and / or classroom presentations.
6. Experience in working with youth and / or families in crisis.
7. Knowledge of dropout intervention best practices that lead to connection to the school community and student success.
8. Knowledge of community resources and appropriate referral practices.
9. Knowledge of and sensitivity to ethnic, cultural and socioeconomic influences on the student.
10. Demonstrated skills in intervention, assessment and referrals.
11. Knowledge of and experience in team building and team maintenance.
12. Knowledge of the stages of adolescent growth and development.
13. Knowledge of computer applications that will assist in tracking the activities and success of the program.

SUPERVISION RECEIVED:

Principal or designee

SUPERVISION GIVEN:

None

PREPARED BY: DN	REVIEWED BY: EB	REVIEWED BY: JA	JOB NUMBER:	EFFECTIVE DATE: 9/2/2010
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