

## OUTREACH CONSULTANT

### BASIC FUNCTION:

Under the direction of a designated school site administrator, provide consultative services for students involved in specialized instructional and student services programs of the District; compile information related to students and prepare Student Success Team and truancy related records and files.

### REPRESENTATIVE DUTIES:

- Provide consultative services for students involved in specialized instructional and student services programs of the District; contact parents/guardians to resolve attendance, behavior or other problems; schedule conferences and in-services; visit homes as needed. **E**
- Compile information related to students and prepare Student Success Team (SST) records and files. **E**
- Compile information and records regarding students referred to truancy related meetings, such as Truancy Mediation Team (TMT) and School Attendance Review Board (SARB) meetings.
- Schedule meetings with students, parents and staff; notify individuals involved; attend and conduct other meetings as assigned. **E**
- Communicate with students, parents, teachers, District personnel and other outreach staff to coordinate activities, exchange information, determine needs, and resolve issues or concerns. **E**
- Make updates in Student Information Database and attendance system as required for information tracking and sharing.
- Receive, review and respond to referrals from District or site personnel; research issues as appropriate. **E**
- Monitor student attendance and maintain related records as assigned. **E**
- Identify at-risk and high-risk students; make referrals to counselors or outside agencies as appropriate. **E**
- Operate a computer and other office equipment as assigned. **E**
- Participate in developing programs to assist at-risk students.
- Participate in developing grants and applications for assigned programs as requested.
- Attend conferences and meetings as assigned.
- Perform related duties as assigned.

### KNOWLEDGE OF:

Diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of District students.

Policies and objectives of assigned programs and activities.

Graduation requirements.

Counseling techniques and referral agencies.

Applicable sections of the State Education Code and other applicable rules, regulations and laws.

Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Oral and written communication skills.  
Operate a computer and other office equipment as assigned.  
Correct oral and written usage of English and a designated second language.

**ABILITY TO:**

Provide consultative services for students involved in specialized programs of the District.  
Prepare Student Success Team records and files.  
Identify at-risk or high-risk students and determine and evaluate needs.  
Listen to students with patience and understanding.  
Coordinate activities with others to meet the needs of students.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Operate a computer and other office equipment as assigned.  
Translate and interpret English and a designated second language.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Two years college-level course work in a related field and four years experience in related social services work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.  
May be assigned a district cell phone to respond to calls during working hours.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to observe student behavior.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.

07/01/17  
SMJUHSD  
Range 26