

**ALTERNATIVE EDUCATION WORK CENTER
OUTREACH ADVISOR**

DEFINITION

Under general supervision, provides services not already available which help to prevent youth from dropping out, or recover youth who have dropped out of school.

DISTINGUISHING CHARACTERISTICS

This class is characterized by its responsibility to confer with community agencies, pupils, staff and parents regarding laws related to compulsory school attendance. The position calls for making home visits, phone calls and includes late afternoon, early evening, or Saturday assignments.

OCCUPATIONAL GROUP

Classified (Instructional)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists in identifying pupils at risk and developing strategies to increase school involvement.
2. Conduct home visits and work with parents of high risk youth.
3. Assist staff in reducing pupil's alienation and nonparticipation in school.
4. Assist in reducing poor attendance by working with the local SARB, parent groups, and various community and social agencies.
5. Facilitate preventive discipline policies and procedures, as directed, which improve staff's ability to manage pupil behavior problems.
6. Under direction, coordinate activities and work with community groups/agencies to help students and their families.
7. Under direction, coordinate guidance and counseling activities for high risk youth.
8. Assist in improving the school's climate, including improving the communication of staff and students.
9. Assist in developing programs for job development, placement, and follow-up.

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10. Under direction, facilitate activities that improve the District's ability to recover students no longer enrolled.
11. Assist in securing alternative educational programs for recovered dropouts.
12. Utilize community resources and programs for pupils who have dropped out.
13. Under direction, coordinate activities and opportunities which help recovered dropouts in preparing for, locating, securing, and holding a job/occupation.
14. Assist staff in the Alternative to Expulsion (ATE) program.
15. Perform other related duties as assigned.

MINIMUM REQUIREMENTS

Knowledge of:

- The geography of the District's attendance area;
- Laws related to Child Welfare and Attendance.

Ability to:

- Communicate with adults and adolescents in a meaningful way;
- Understand and follow oral and written directions;
- Exercise discretion and judgment in dealing with members of the community;
- Type accurately from clear copy;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day;
- Comprehend education code sections related to Child Welfare and Attendance laws.
- Use District data system.

EXPERIENCE

Two years of clerical experience preferable – public contact work. Bilingual preferred.

EDUCATION

Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

Possession of a valid California Driver's License and ability to provide own transportation.

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RESPONSIBLE TO

Coordinator of Child Welfare and Attendance

Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy.

Approved: 10/08/92