

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Graduation Intervention Specialist

Reports to: Building Principal

PURPOSE STATEMENT

The high school Graduation Intervention Specialist will work collaboratively with high school administration, school counselors and teachers to reduce barriers to graduation. The primary focus will be on assisting 9th grade students to meet the 24 credit graduation requirement. The specialist will develop systems to track student progress, communicate with stakeholders, and maintain a database to track student performance.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Serve as the key campus contact for all interventions, with a primary focus on core academic areas;
- Recommend intervention programs and materials that match student needs;
- Work collaboratively with the administrators and staff to design and deliver campus interventions;
- Routinely collect data and evaluate effectiveness of intervention programs, report results to administrators and make recommendations for improvements;
- Provide training on intervention programs;
- Work with staff on helping students complete the personalized pathway process (choose a career, plan a high school schedule according to that career, complete career interest surveys);
- Monitor student attendance;
- Meeting with families, on and off school campus as necessary following district guidelines;
- Communicate efficiently and effectively;
- Performs other related duties as assigned;
- Job presence.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Ability to communicate effectively with a variety of constituents
- Strong organizational skills
- Knowledge of high school graduation requirements
- Ability to use technology to create, manage, and analyze data

Working Environment

The work environment characteristics described are representative of those and employee encounters while performing the essential functions of this job. The employee is assigned to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to stoop, crouch, bend, kneel, stand for periods of time, and lift text supplies, classroom materials, up to 25 lbs. unassisted. The employee is exposed to infectious diseases carried by children. The employee is occasionally required to work with distraught and/or angry persons. The noise level in the work environment is acceptable to a school environment and can vary depending upon assignment and daily activity but will remain within acceptable ranges.

Education and Experience

- Bachelor's degree from an accredited college/university
- Ability to meet highly qualified requirements for the content matter taught.
- Valid Washington State teacher certification
- At least 5 years of successful teaching experience
- Demonstrated ability to work students and families

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

As required to maintain certificate

Certificates

Washington State Teachers Certificate

FLSA Status:

Exempt

Salary Range:

Per Stanwood Camano Education Association negotiated salary schedule

Classification History

Job Description Developed: 05/19/17

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.