

Hobbs Municipal Schools Job Description

Position: At-Risk Coordinator

Supervisor: Principal, Assistant Superintendents, Superintendent

General Job Description: To assist in identifying and providing services to at-risk students

Qualifications:

- 1) High school diploma or GED
- 2) Ability to supervise youth
- 3) Must have a valid driver's license and a vehicle
- 4) Experience working in the district will be considered
- 5) Ability to write and speak Spanish helpful, but not required
- 6) Highly motivated, self starter, excellent people skills
- 7) Must be able to pass employment verification

Essential Duties and Responsibilities:

1. Assist the principal in implementing the district wide at-risk program by:
 - a. Providing information about the program to the staff and faculty and to the community
 - b. Identifying at-risk students
 - c. Collecting and disseminating information about the program.
 - d. Designing and implementing programs involving governmental and service agencies and businesses.
 - e. Participating in ongoing and summative evaluations of the program.
 - f. Meeting with at-risk students and their parents to develop academic plans.
 - g. Conducting an annual review of students' academic plans.
 - h. Designing and implementing parental involvement activities.
 - i. Home contacts.
 - j. Locating and, when possible, contacting students who have dropped out or returned to returned to school.
 - k. Assisting, where appropriate and necessary, in the delivery of the district's guidance plan lessons to students.
 - l. Participating in the design and implementation of the district's at-risk program.
2. Perform other tasks and accept other responsibilities as may be assigned by the Superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material Handled:

1. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Administration.