

Mountain View Whisman School District Human Resources Department	Job Title: At-Risk Intervention Supervisor
Classification: J	Date Revised: 5/23/2024 Date Confirmed by CSEA: pending Date Reviewed by Board: 6/13/2024

Position Description

Under the direction of the principal, perform a variety of specialized guidance, early intervention and clerical support to assist administrators, counselors, teachers, students and parents in a variety of areas to sustain an effective at-risk intervention program.

Qualifications

- Ability to communicate effectively, both orally and in writing with students, parents, partners, district personnel, and co-workers
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to work independently with little direction
- Knowledge of or ability to learn of resources available within the community to address student and parent issues regarding academic, mental health, and socio-economic needs
- Ability to provide peer mediation and conflict resolution skills to students and parents
- Maintain confidentiality with discretion
- Valid CA driver's license

Education/Experience

- Minimum of high school diploma or equivalent required
- College level coursework in sociology, psychology, desired
- Two or more years of experience working with at-risk students desired
- Bilingual Spanish required

Duties & Responsibilities

- Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
- Demonstrate daily a relentless commitment to the success of all students.
- Monitor at-risk students for the purpose of determining the appropriate interventions.
- Communicate effectively with at-risk students, parents, community agencies, administration, and teachers.
- Attend meetings (e.g., intervention meetings, parent meetings) for the purpose of enlisting help for at-risk students and tracking their progress.
- Gather data, maintain files, and monitor students for the purpose of enlisting help for at-risk students and tracking their progress.
- Work with counselors to participate in the referral process for mental health services and outside counseling services for students and families.
- Advise administrators and teachers on issues regarding at-risk students.
- Identify students who are at risk and develop intervention strategies for working with those students.
- Conduct classroom and home visits as a means of intervention.
- Identify and meet with at-risk students who are assigned to summer school.
- Maintain a database for keeping track of interventions and the progress of the students.
- Meet with students on a regular basis to facilitate students' self-understanding and improvement of their behaviors and performance.
- Other duties as assigned.

Mountain View Whisman School District Human Resources Department	Job Title: At-Risk Intervention Supervisor (continued)
Classification: J	Date Revised: 03/27/13 Date Confirmed by CSEA: Date Reviewed by Board:

Physical Demands

(Note: Terms used in this section are defined as follows: Rarely – 1 to 10%; Occasionally – 11 to 33%; Frequently – 34 to 66%; and Continuously – 67 to 100% of the work day)

Sitting:	Occasionally
Standing/Walking:	Continuously
Bending/Neck bending:	Frequently
Squatting/Climbing/Kneeling:	Frequently
Crawling:	Occasionally
Neck/Waist twisting:	Continuously
Pushing/Pulling:	Continuously; up to 60 lbs. at a time
Reaching: Above shoulder:	Occasionally
Below shoulder:	Continuously
Lifting/Carrying: 0-10 lbs.:	Frequently
11-25 lbs.:	Occasionally
26-50 lbs.:	Rarely
51-75 lbs.:	Rarely

Hand Activities:

Repetitive hand use:	
Simple grasping:	Occasionally
Fine manipulation:	Occasionally

Hand and arm:

Twisting/turning:	Frequently
Computer operation:	Occasionally
Writing:	Occasionally

Supervised by: Site Principal or designee

Evaluated by: Site Principal or designee