

**Waco Independent School District  
JOB DESCRIPTION**

<b>Job Title:</b>	At-Risk Interventionist	<b>Wage/Hour Status:</b> Exempt / Contracted
<b>Reports To:</b>	Campus Principal	<b>Pay Grade/Days:</b> 102 / 226 Days
<b>Dept./School:</b>	G.W. Carver Middle School	<b>Date Revised:</b> July 2018

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**Primary Purpose:**

Plan, implement, and evaluate a comprehensive program of guidance to school assigned, including counseling services. Recognize and work with at risk, grade level, drop out, and/or drop out recovery population. Provide a proactive developmental guidance program to encourage all students to maximize personal growth and development.

**Qualifications:**

**Education/Certification:**

Master's degree in social work

**Special Knowledge/Skills:**

Excellent organizational, communication, and interpersonal skills  
Ability to instruct students and manage their behavior  
Knowledge of district, state (TEA), and federal policy and procedures  
Knowledge of at-risk, PEIMS, and graduation requirements  
Knowledge of resources available for at-risk students and ability to facilitate those  
Ability to interact calmly and professionally with those in at risk and/or crisis situations  
Ability to maintain accurate and complete records as required by law, district policy, and administrative regulations  
Ability to adhere to and enforce school rules, administrative regulations, and board policy

**Experience:**

Experience with students with at-risk indicators

**Major Responsibilities and Duties:**

1. Work closely as a liaison with principals, counselors, teachers, registrars, attendance, truancy, community education, probation officers, court system, students, parents, and special programs in an effort to identify, track, prevent, recover, or discourage potential dropouts, students who are at risk of failing, or students wishing to maintain and/or accelerate their education toward continuation and/or completion.
2. Develop long- and short-range plans with individual students and school personnel which are student/situation specific and designed to address academic, personal, and attendance needs in order to encourage maximum academic achievement and reduce dropout potential and/or rates.

## At-Risk Interventionist

3. Meet with parents, students, and staff (individually or collectively) in session/conferences to collaborate, plan, record, and implement, long- and short-term instructional/personal goals, behavior plans, options, objectives, and strategies designed to encourage, maintain, recover and/or accelerate academic achievement.
4. Monitor long- and short-range individualized, teacher, student, staff, credit (promotion/graduation) directed plans for instructional programs, educational options, student needs, and school data/records.
5. Provide behavior support and work with teachers to develop, implement, and monitor Behavior Intervention Plans in an effort to maintain classroom management in an effort to meet the needs of all students, including the at-risk/struggling learner.
6. Serve as a resource/contact person for the district, students, and staff in order to promote and coordinate academic achievement, dropout prevention and recovery by providing access, coordination, and linkage to in-school, district wide, and outside community resources in order to assist and encourage students and their families to participate more fully and successfully while in school, upon a return to school, and/or when pursuing nontraditional continuation/completion.
7. Schedule, attend parent/teacher/principal/counselor conferences in order to follow student academic progress, discipline, absences, parent concerns, staff requests, and probationary terms.
8. Establish, arrange, encourage, and maintain open lines of communication with students, parents, and staff by utilizing in-person, letter, fax, and telephone contacts in order to locate, recover, and/or redirect students toward academic achievement.
9. Be responsible for receiving and maintaining specific state, school, district, and student materials/data pertaining to at risk/dropout information.
10. Take the precautions necessary to protect students, equipment, materials, and facilities.
11. Demonstrate respect for and adherence to confidentiality laws.
12. Attend and participate in faculty/district meetings as appropriate.
13. Participate in appropriate in-service and professional growth activities.
14. Establish and maintain a professional relationship with all colleagues, students, parents, and community services/contact.
15. Perform other duties as assigned.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent extended days. Administrative office environment, high pressure, fast pace, multiple deadlines and people intensive.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

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ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

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Employee Signature Date

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Printed Name Employee ID #

**Non Discrimination Statement**

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.