



## **Inst Asst 3 / At-Risk Intervention**

### **Purpose Statement**

The job of Inst Asst 3 / At-Risk Intervention is done for the purpose/s of encouraging the use of substance abuse prevention curriculum in District classrooms; providing information to others; and serving as a liaison between the school, parents, or outside agencies regarding at-risk students.

This job reports to Director Student Services

### **Essential Functions**

- Assists administrators and counselors in making appropriate, earnest, and persistent efforts to solve student attendance problems for the purpose of avoiding a court referral.
- Attends school team meetings for the purpose of conveying and/or receiving information.
- Collaborates with other intervention personnel for the purpose of planning appropriate school prevention and/or intervention activities.
- Coordinates student referrals to the Risk Alternative Program for the purpose of ensuring acceptance into the program.
- Encourages instructors to participate in prevention and intervention curriculum (e.g. Prevention Dimensions and the K-12 curriculum provided by the Utah County Division of Human Services, Bureau of Prevention, etc.) for the purpose of providing instruction to their students.
- Maintains a variety of electronic and print records (e.g. teacher intervention/prevention training; curriculum materials usage; student safe schools violations; intervention documentation, etc.) for the purpose of providing up-to-date information, and/or historical reference in accordance with established administrative guidelines and/or legal requirements.
- Provides written documentation to the Director of Student Services for the purpose of determining which students may be released from their educational requirements by the Board of Education.
- Reviews all recommendations for expulsion for the purpose of ensuring due process has been followed and that proper documentation is in place.
- Schedules truancy school sessions for students and their parents for the purpose of resolving attendance issues.
- Serves as liaison between various concerned parties (e.g. students, parents, school personnel, Juvenile Court System, Social Services, State Social Services, and/or Utah County Division of Human Services, etc.) for the purpose of maintaining communications.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: effective listening; and interpersonal aptitude.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; age appropriate activities/behaviors; and curriculum and instructional methods.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; and confidentiality.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

**Clearances**

Occasionally as needed to perform changing essential functions of position

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

Lane 3