

JOB DESCRIPTION

- TITLE:** Coordinator of At-Risk Educational Programs
- Minimum Qualifications:** Masters Degree in Educational Leadership
Hold or be eligible for WV Professional Administrative Certificate
Five or more years of successful teaching experience, school counseling experience or school administration experience
- Preferred Qualifications:** Five or more years of successful school guidance counseling at-risk students or school administration
WVEIS competence
- Immediate Supervisor:** Director of Attendance
- Salary:** Based on Professional Salary Scale and approved stipend
- Terms:** 261 days

Responsibilities:

1. Provides interventions with student with attendance problems as assigned by the Attendance Director.
2. Coordinates and maintains Attendance Office policy required documentation.
3. Serves as Principal and Coordinator for secondary summer school program.
4. Assists the Attendance Director with Drop-Out Prevention Program.
5. Assists the Attendance Director with all alternative educational programming.
6. Assists the Attendance Director with county crisis and emergency plans.
7. Other duties as assigned.
8. Serve as the County Wellness Coordinator.

Performance Expectations and Standards:

1. Assists and prepares petitions to the juvenile court.
2. Assists with the preparation of cases for other formal and informal hearings.
3. Assists Attendance Director as liaison between the schools, parents, courts, community agencies, and police authorities.
4. Works closely with guidance counselors in the identification and counseling of potential dropouts.
5. Cooperates with existing state and federal agencies with enforcement of child labor laws.
6. Maintains monthly log and provides report to supervisor.
7. Attends relevant student and school-based meetings.
8. Provides attendance incentives and programming.

9. Oversees the development, activities and compliance of school wellness committees.

Public and Employee Relationships:

1. Provides leadership and support in areas of responsibility.
2. Establishes good public and employee relations.
3. Maintains professional work habits.