



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Dropout Prevention Specialist
Payroll/Personnel Type:	11 Month
Reports to:	Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

The Dropout Prevention Specialist coordinates and implements the school's dropout prevention initiatives in conjunction with providing support services and implementing immediate intervention strategies for targeted students to reduce the dropout rate.

Essential Functions:

- Collect, interpret and use student attendance data to develop strategies addressing dropout prevention. Monitor Attendance, Behavior and Course Performance (ABC) for risk factors and facilitate interventions to address risks as necessary.
- Coach/mentor students on problem solving, self-advocacy, academic mindset, self-regulation, persistence, and positive behavior.
- Research model programs for dropout prevention.
- Meet with students to address discipline and attendance concerns.
- Establish and monitor progress on Student Centered Plans for high school completion and the post-secondary options.
- Collect post-graduate follow-up data
- Facilitate, monitor, and evaluate program effectiveness to provide quarterly progress reports to school and district leadership teams.
- Encourage each student to be involved in appropriate school or community-based activities.
- Maintain a collaborative network among school counselors, data processor, Family Community Specialist and school-based services support.
- Serve as a member of the Student Intervention Team and Freshmen Success Team.
- Refer students for resources to support education, social/emotional development or other needs.
- Provide advocacy around school enrollment and continuity, appropriate education services, and appropriate discipline.
- Meet with students whose behavior warrants intervention to prevent behavior from escalating to a warranted office referral.
- Work closely with appropriate individuals/groups to help ensure each student's educational rights are upheld.
- Work collaboratively with The Office of Institutional Advancement to identify appropriate community resource information for volunteers to share with parents of students with chronic attendance and discipline issues.
- Schedule and facilitate interagency meetings, negotiate services, facilitate transportation plans, assist with credit recovery, and negotiate disciplinary actions.
- Conduct home visits to meet with parents and caregivers.
- Promote good citizenship through actions as a positive role model.
- Participate in district and community sponsored professional development activities related to essential functions outlined.
- Performs other duties as assigned.



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Knowledge, Skills, and Abilities:

- Ability to work in a collaborative team environment
- Knowledge of St Louis Community resources to assist parents
- Knowledge of school and neighborhood areas and cultures
- Commitment to serving students, parents and schools
- Ability to establish trusting relationships with students, parents and staff
- Knowledge of various cultures' values, behaviors, beliefs and traditions.
- Effective written and oral communication and presentation skills
- Passionate about improving public, urban education
- Demonstrate initiative and problem-solving capabilities.
- Demonstrate skill in meeting job requirements
- Knowledge of Microsoft Office including Word, Excel and Publisher
- Ability to create charts and graphs using Excel
- Ability to type a minimum of 40 words per minute

Experience:

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting

Education:

- Bachelors or higher degree in a related field, such as Education, Social Work or Counseling preferred

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must possess a valid Driver's license
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.