**Job Title: At-Risk Coordinator Reports To: Building Principals**

**Primary Purpose:** The At-Risk Coordinator will work with students, staff, parents and administration to help meet the individual needs and abilities of students. They will focus on identifying, progress monitoring and providing support to the at-risk student population.

**Salary:** Commensurate with experience and education based on the McLouth USD #342 Certified Staff Salary Schedule.

**Qualifications:**

**Education:**

* Minimum of a bachelor’s degree in education

**Special Knowledge/Skills**:

* Proven record of success working with at-risk students
* Strong consultation skills for conferencing with students, parents and teachers
* Knowledge of prevention and intervention strategies, including behavior management interventions
* Excellent organizational, communication, and interpersonal skills
* Ability to instruct students and manage their behavior
* Ability to present in one-on-one, small group, and large group situations to students, parents and district staff

**Experience:**

* Minimum of three years successful teaching experience

**Responsibilities and Duties:**

* Implement procedures to identify and monitor at-risk students at all grade levels district wide, including review of student data.
* Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.
* Develop and maintain effective individual and group relations with at-risk students and parents
* Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations.
* Maintain a system for progress monitoring of all identified at-risk students.
* Plan and deliver ongoing professional development for teachers and paraprofessionals aligned with increasing student performance for at-risk students.
* Assist teachers in the development and implementation of appropriate classroom behavioral support strategies and social skills instruction.
* Collaborate with principals and support staff to design individual plans for identified at-risk students that are focused on their academic and behavioral needs.
* Contribute to the planning and implementation of parent involvement activities. Develop and support parent training and support groups.
* Model behavior that is professional, ethical and responsible.
* Exemplify high standards of ethical conduct.
* Use professional information discreetly and judiciously.
* Support and follow administrative and board policy.
* Represent the school system to the community in a positive, professional way.
* Perform other duties as directed by the supervisor.
* Position requires 10 additional working days other than the assigned calendar.