

YTP SPECIALIST

Purpose Statement

The job of YTP SPECIALIST was established for the purpose/s of advocating the needs of at-risk students; assisting school personnel on possible interventions for identified students; providing information about community resources to students, parents, families and staff; acting as liaison between the school and the home; and facilitating communication between students and teachers.

This job reports to PRINCIPAL 03-04 DRAFT

Functions

- Responds to potential emergencies for the purpose of ensuring safety of students, personnel and property.

Essential Functions

- Advises students, parents and/or guardians for the purpose of providing information on student's behavior and/or attendance.
- Counsels students, staff, employers, parents and guardians (e.g. job coaching students on job responsibilities) for the purpose of evaluating situations, solving problems, resolving conflicts, referral to appropriate professionals and enhancing student success in school.
- Evaluates situations (e.g. child abuse, pregnancy, neglect, drug abuse, law violations, gang affiliation, job environment, etc.) for the purpose of making appropriate recommendations requiring professional judgments.
- Interface with community agencies (e.g. Social Security, WIC, WIA, Community Colleges, Job Corp, Employers, Vocation Rehabilitative Services) for the purpose of obtaining services for students, job placement of students and educating agencies about the benefits of the YTP Program.
- Intervenes in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action.
- Monitors assigned areas and/or site activities for the purpose of ensuring students are on task and performing appropriate activities.
- Participates in student reviews for the purpose of maintaining up to date confidential case records and/or ensuring compliance with district, state and federal regulations.
- Prepares documentation (e.g. student progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- Reports observation and incidents relating to specific students (e.g. discipline, accidents, fights, inappropriate social behavior, violations of campus rules, etc.) for the purpose of communicating information to teachers and/or administration.
- Serves as liaison to committees, regular member of the Student Study Team and/or organizations for the purpose of conveying and/or gathering information required for district and school site operations.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Facilitates various meetings (e.g. parent workshops, educational meetings, grant planning, etc.) for the purpose of ensuring that outcomes achieve district and/or state objectives.
- Responds to inquiries of the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Transports students for the purpose of ensuring they arrive and/or depart from employer in a timely and correct fashion.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical 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: Communication and Presentation Skills

Ability to interact with a wide variety of people

KNOWLEDGE is required to perform algebra and/or geometry; 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: bilingual (English/Spanish) helpful.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create 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: communicating with diverse groups working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working 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 34% sitting, 33% walking, and 33% 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 None Specified

Required Testing

ParaPro Test or meet alternate requirements

Continuing Educ. / Training

None specified

Certificates & Licenses

CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade