

HIGHLINE PUBLIC SCHOOLS Job Description

JOB TITLE: REENGAGEMENT STUDENT SPECIALIST

GROUP: Teamsters III - Specialist

LEVEL: 16

FLSA STATUS: Nonexempt

WORKDAYS PER FISCAL YEAR: 200 or 220 (depends on location)

HOLIDAYS: 13

SUMMARY: The Reengagement Student Specialist is a student-support, case management focused role, providing assessment, counseling, tutoring and referral services to identified students. The primary purpose of this position is to provide students with an on-going positive adult relationship to stay in school while encouraging, resourcing and assisting pathway to completion of high school graduation requirements and diploma.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work closely with program/school staff, teachers, counselors and school administration to support student progress in reengagement programs and interventions.
- Provide ongoing case management for an identified cohort of students.
- Collaborate with program/school staff to supervise daily operations and students in the learning environment.
- Provide guidance, support, referral and tutorial services to ensure students stay in high school and/or alternative programming and complete graduation requirements.
- Provide a comprehensive and reflective re-engagement program based on current research, best practices and program goals – building on the strengths of students.
- Develop and facilitate interventions and activities designed to help students achieve high school proficiency and graduation, prepare for, and connect to post-secondary education in the areas of academic skills, career development, , leadership, emotional-development and personal skills.
- Manage weekly contact and daily attendance systems, working with students to ensure they stay in school in order to graduate. Engage parents or key guardians/adults as to student goals and progress. May make home visits, where appropriate within program and with supervisor oversight.
- Administer and score standardized tests when needed.
- Engage with professional development for related work in regional and national reengagement work.

Other Functions

- **For alternative education program settings:** Determine funding eligibility and document all necessary compliance paperwork for students in state ALE and Open Doors programs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

AA Degree

Two years of work experience working with children in related field

PREFERRED QUALIFICATIONS:

Experience motivating and managing at-risk youth in alternative learning environments.

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid WA State driver's license and proof of insurance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

Paraeducator Certificate Program – After hire, must complete the Fundamental Course of Study and General Certificate pursuant to Chapter 28A.413 RCW and WAC 179. Timelines for completion vary based upon hire date.

KNOWLEDGE OF:

Principles and best practices of regional and state reengagement for At Risk students and their individual needs

Academic, social and community resources available to At Risk population

Restorative practices and peace-circles

Data-driven interventions

Graduation requirements for Highline Public Schools

Standardized skill and career interest testing

School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing

Track and manage on-going data for program evaluation and student progress reporting.

Operate a variety of modern office equipment including microcomputers and related software

Teacher dashboard management for monitoring student progress in online learning programs.

Maintain effective working relationships with individuals and groups in a multicultural and diverse community

Work collaboratively with school and central office administrators, parents, and community members

Organize work, problem solve and select action plans

Attend to detail and follow tasks through to completion

Remain flexible to changes in assignments and situations

Manage time effectively and prioritize to meet deadlines

Use varied techniques to effectively train students in employability skills

Develop and maintain accurate records of activities

Establish rapport, motivate and enhance the self-esteem of high school students

Work as a member and/or leader of a team

Demonstrate a sincere interest in working with young people

JOB DESCRIPTION: REENGAGEMENT STUDENT SPECIALIST

Create a positive environment in which students are considered to be the customers of the JAG program
Accept ultimate responsibility and accountability for the implementation of the JAG Model
Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Building administrator or designee

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The employee must deal with angry and upset students, parents, and community members. The employee must adjust to frequent interruptions in their work schedule.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.05.08

Revised Condition of Employment section, 2022.02.08

Updated to increase holidays from 12 to 13. Beginning June 2022, addition of Juneteenth holiday, 2021.08.17

Updated to broaden applicable worksite, 2019.05.03

Updated Context and Mission statement, 2018.08.13

Updated to change number of workdays. Approve by C. Baker on 6/22/2017

Created by Human Resources as outlined by Learning Center Principal, 2016.06.15

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscordinator@highlineschools.org; Section 504 of the Rehabilitation Act-Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166