



Thompson School District Classified Job Description

FINAL

Job Title: Program Specialist: Educational Stability and Success
Prepared Date: December 2022
Work Year: 185 days
Department: Learning Services
Reports To: Federal Programs
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY: Works with staff, students and families to promote educational stability, with a focus on intervention for highly mobile students (homeless/unaccompanied youth, students in foster care, and migrant students) at risk of chronic absenteeism and academic underperformance; Acts as case manager, interventionist, and mentor to ensure highly mobile students have a consistent advocate in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as liaison and communicates with school staff regarding issues of attendance, academic performance, and behavior/discipline for highly mobile student groups.
- Initiates contact with and provides ongoing support for students at risk of chronic absenteeism and academic underperformance.
- Creates and maintains strong relationships with students and families to improve communication, increase engagement, and facilitate access to services.
- Maintains accurate records of students' academic needs, and monitors student performance and progress, including data collection, tracking, and reporting of student progress in the areas of attendance, behavior/discipline, credit attainment, and state/local academic performance measures.
- Prepares and implements incentive programs, data monitoring tools, and resources for staff, students and families, and assists school staff in planning and implementation of interventions.
- Works with TSD Liaisons and Equity, Diversity and Inclusion staff to facilitate the prompt and appropriate placement, transfer, enrollment, and support for students of highly mobile families.
- Assists families in accessing district, school, community, and county resources, and supports families to be knowledgeable and effective advocates for their children.

- Participates in relevant trainings, workshops and professional development, and prepares and assists with workshops and professional development for TSD staff, students and families, as needed.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Basic math, writing; verbal and written communication skills
- Experience with Google Sheets or Excel
- High level of organization

SUPERVISION/TECHNICAL RESPONSIBILITY:

Assists with supervision of students. Assists with carrying out supervisory responsibilities as needed.

EDUCATION AND TRAINING:

High school diploma or equivalent required, post-secondary courses equivalent to two years of college or equivalent combination of education and experience preferred, but not required.

EXPERIENCE:

1+ years experience working with school aged students. Middle/High School experience preferred. Social/Human Services experience preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None required.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy workplace and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

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

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job