



## Dropout Recovery Facilitator

### **JOB DESCRIPTION**

The Dropout Recovery Facilitator, under the supervision of the District Attendance Officer, ensures 100% graduation rate of Judson ISD students by working directly with Pupil Services, students, parents and guardians, and the community to investigate, resolve, and eliminate student absences.

### **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

- Bachelor's Degree preferred
- Attendance/Dropout Recovery Specialist experience preferred
- Required minimum of two (2) years work experience in school or community programs mentoring and building relationships with school age children and young adults
- Valid Texas Driver's License and proof of current insurance policy required at all times for vehicle used in conjunction with job
- Excellent driving record required

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of CPR and basic first aid
- Technology skills to include excellent command of Word, Excel, PowerPoint, and ability to learn additional software programs
- Knowledge of laws, statutes, educational codes, compliance requirements, procedures, and practices related to student attendance
- Excellent presentation skills, interpersonal skills, organization skills, and time management skills
- Ability to work independently and efficiently to complete time sensitive matters under pressure of multiple deadlines
- Outstanding oral and written communication skills to include persuasive speaking abilities
- Dynamic team skills required in order to work collaboratively and productively with employees, students, parents and guardians, school board, the community, and other agencies

### **DUTIES AND RESPONSIBILITIES**

1. Promotes positive interactions with students, schools, parents, guardians, and the community in order to promote school attendance and completion
2. Maintains confidentiality of situations and information
3. Ability to diffuse unusual student behaviors
4. Responsible for recognizing and reporting hazards and applying a safe work environment
5. Investigates absentee referrals, determines the cause of absence, and reports findings to the school
6. Canvasses District properties and community residences for students
7. Builds relationships with parents, guardians, students, and the community to promote school attendance and decrease absences
8. Contacts and communicates with parents, guardians, and students to learn reasons/causes of student's absence, and works to circumvent future absences
9. Escorts unlawfully absent students encountered in the field back to school
10. Searches for lost and/or runaway elementary students
11. Prepares written reports of student absenteeism incidents or investigations and files requisite documentation
12. Maintains daily activity log
13. Responds to anonymous calls regarding students not enrolled in school

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14. Reports to juvenile authorities conditions concerning child abuse, neglect, hazardous health conditions or habitual truancy
15. Visits assigned schools according to schedule and conducts special field investigations as assigned
16. Assists school administrators and law enforcement agencies during periods of student unrest
17. Conforms to safety standards as prescribed
18. Facilitates students, parents, local officials, and school staff in resolving problems of student absences
19. Cooperates with Juvenile Court Services and other public agencies
20. Prepares reports required by legal, local, and state organizations
21. Strives to improve leadership and mentoring skills through self-initiated professional development activities, i.e.; professional reading, attending conferences, participating in training programs.
22. Conducts oneself in a professional, ethical manner, in accordance with generally accepted community standards; complies with TEA codes of ethics
23. Articulates the Pupil Services Department program mission to the community and District and solicits their moral and fiscal support in making that mission become a reality
24. Demonstrates awareness of Pupil Services Department program/community needs and initiates activities to meet those identified needs
25. Coordinates, in conjunction with Pupil Services, school attendance publicity (TV, radio, and printed materials) via Judson Public Relations personnel
26. Maintains constant contact with principals, social workers, counselors, community, and business leaders in an effort to promote school attendance and decrease student drop-out rates
27. Performs other duties as assigned

**MENTAL DEMANDS**

Ability to communicate effectively (verbally and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladders, reach, repetitive hand motions, hear, speak, travel frequently within the District and occasionally outside the District/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PO2**

**WORK DAYS: 197**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*