



Job Description - At-Risk Coordinator

Department: Academics

Job Status: Full time

FLSA Status: Exempt

Reports To: Principal

Positions Supervised: Assigned Staff

Work Days: 197

POSITION SUMMARY

The At-Risk Coordinator serves as a support and a coach at campus and classroom teacher levels in the implementation, monitoring, and improvement of Response to Intervention (RTI), at-risk student identification (academic & behavioral) and tracking data to improve student performance.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each responsibility and essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Responsibilities

- Identifies at-risk students based on the TEA/TX (13) indicators...returning and 'new' students
- Identifies at-risk students based on their attendance report...minimum of **(8)** absences
- Identifies at-risk students who are included in each six weeks failure list and prepares written materials, such as failure letters, attendance reports, correspondence, etc., for the purpose of documenting activities, providing written reference and/or conveying information
- Identifies at-risk students who are failing more than one subject
- Oversees, schedules, & facilitates all CSST (Campus Student Support Team) Meetings
- Attends meetings (i.e. intervention meetings, parent/teacher meetings, etc.) for the purpose of gathering and disseminating information, as well as to provide training to parents of students identified as being at risk
- Contacts parents/guardians of at-risk students for the purpose of soliciting their help
- Maintain a system for progress monitoring of all identified, at-risk students
- Researches and identifies appropriate curriculum based measurement tools to provide frequent monitoring of students' progress in collaboration with Principal, ICs, school counselor, and other support staff.

- Implements targeted student achievement curricular in Reading and Math instruction at Tier **II & III**; while providing regular updates (**every 3-week**) to the Principal and classroom teacher.
This may be more frequent depending on the need of the student.
- Utilize and promote the use of researched-based interventions at Tier II and Tier III levels
- Plan and deliver ongoing staff development for teachers and paraprofessionals with respect to RTI (specifically Tier II & III instruction) and attend a minimum of (15) hours of PD aligned with increasing student performance for at-risk students
- Collaborates with Principals and campus support staff (i.e. ICs) to design an **individualized plan for each identified at-risk student** that is focused on their academic and behavioral needs.
- Performs other related duties as assigned by the supervisor for the purpose of ensuring the efficient and effective functioning of the student

SKILLS & ABILITIES

Education:

- Bachelor's degree and/or Master's degree
- Current Texas Teaching License OR
- HQ in the areas of Math, Reading or Science

Experience: (3 - 5) years of successful teaching experience at the elementary or secondary level.

Computer Skills

Knowledge and skill in the use of technology as an instructional tool and the use of internet as a resource

(I.e. Microsoft Office: Outlook, Word, **Excel**, etc.)

MENTAL DEMANDS

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

PHYSICAL DEMANDS

Ability to lift and carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the district, and possess visual acuity. May experience prolonged and irregular work hours and work with frequent interruptions.

WORK ENVIRONMENT

Office environment in a controlled atmosphere building.

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____

Job Code:

This position is funded by grant funds (State-comp Ed), which it is solely based on the need of the campus.

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.