



Elementary Success/At-Risk Coordinator Rock Valley Community Schools

Reports to: Building Principal

FLSA Status: Exempt Non-Exempt

Status: Full Time Part Time
 Hourly Salary

APPLICATION PROCESS

Applications are available online at www.rvcscd.net or at the Superintendent's office, 1712 20th Avenue, Rock Valley, IA 51247. Applications will be reviewed/interviewed as received.

JOB SUMMARY

Under the direction of the building principal, school counselor and special education teacher, provides assistance and motivation to at-risk students. An "at-risk student" is any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, emotional). Works closely with students throughout the school day to help the students learn and succeed in all school settings. Collaborates frequently with the school counselor, principal, and teachers to provide services to implement accommodations and modifications.

ESSENTIAL FUNCTIONS

- Offers resources and programming that enable at-risk students to be successful in the following three domains: academic, personal/social, emotional.
- To increase our students' resiliency, self-worth, and self-sufficiency
- Works collaboratively with the school liaison to decrease the rate of absenteeism, truancy and tardiness so students experience full access to core instruction.
- Prevent potential dropouts by having a system of intervention and support in place such as: behavior incentives/tracking, data collections check-in and check-out, skill work, organization techniques, classroom observations, and small groups with behavior discrepant students.
- Inputs information into Infinite Campus as a means of fidelity.
- Facilitates access to community-based support services for at-risk students and their families.
- Supervise students in all school settings.
- Attends required meetings, participates fully, and provides feedback about the education of students.
- Understands and implements policies and procedures aligned with Rock Valley's educational program.
- Develops and maintains an effective level of communication with appropriate personnel, maintains confidentiality and completes necessary paperwork or reports required in the program.
- Performs other duties as assigned by the Superintendent or Principal.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

Preferred Education and Licensure

- Evidence of mental and emotional maturity and stability.
- Prior satisfactory work experience with children and youth.
- High school diploma or equivalency.
- Post-secondary education recommended.

Knowledge and Skills

- Knowledge of district and school policies and procedures.
- Experience working with children and adults with varying abilities and interests.
- Comfort with technology and openness to learn.
- Ability to effectively communicate with and present information to individual students, small groups, classes, and staff.

- Ability to understand complex, multi-step written and verbal instructions.
- Ability to maintain composure under stressful situations, communicate with diverse groups, and adapt to changing work priorities.
- Skill in managing frequent interruptions.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position			X
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance	X		
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds	X		
Lift Over 50 Pounds	X		
Operate Motor Vehicle	X		

WORKING CONDITIONS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors		X	
Evenings	X		
Weekends	X		

QUESTIONS

Questions regarding this position may be directed to:

Mr. Chad Janzen, Superintendent
cjanzen@rvcsd.org
 Cell: 712-470-0228

Mrs. Patti Kruger, Elementary Principal
pkruger@rvcsd.org
 Office: 712-476-2701

SCHOOL DISTRICT NON-DISCRIMINATION NOTICE

It is the policy of the Rock Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Levi Judge, Counselor, 1712 20th Ave. Rock Valley IA 51247, 712-476-2701, ljudge@rvcsd.org.

EEO/AA