

SAUSALITO MARIN CITY SCHOOL DISTRICT
Job Description

CLASSIFICATION: Classified Employee

TITLE: Student Intervention Facilitator

SALARY LEVEL: Range 8

WORK YEAR: 183 Days (10 Months)

JOB DEFINITION

The Student Intervention Facilitator works in collaboration with the Principal, Teacher, Counselor, Social Work, Sherriff and Parents to assist in the education of students.

ESSENTIAL DUTIES

- maintain, administer and coordinate CALPADS
- Student attendance
- meal counts
- assist students with specific attendance issues/truancy/etc.
- acts as liaison between school, family and community resources
- conducts home visits as needed to address student and family needs (ex. Attendance, grades, transition to high school) within the school day
- facilitates referrals to appropriate service providers/community resources
- assists in investigation and intervention in issues of poor attendance, behavior problems and possible abuse/neglect
- coordinates materials for SARB meetings for referred students (with school staff, sheriff and parents) within the school day and attends if requested by administrative staff
- works with teachers, administrators and staff
- participate in the supervision of students outside the classroom as required; yard, library, common areas, small group spaces, bus, excursions
- provide behavioral support in accordance with school wide guidelines including direction, prompting, verbal and non-verbal cues, and interventions to assist students in maintaining appropriate behavior in the school environment
- solve routine problems involving students
- respond appropriately to immediate safety concerns
- ability to access student data system
- participate in professional development
- maintain confidentiality
- perform other duties as assigned

QUALIFICATIONS

REQUIRED

Ability to

- exercise sound judgment and respond calmly and effectively to students, staff, parents and service providers
- be trained and work at varied tasks and to assist as appropriate
- operate relevant technology
- meet the physical demands of the job, as appropriate
- model the use of appropriate grammar, vocabulary, spelling and punctuation
- understand the needs of students
- perform routine clerical duties
- ability to exercise sound judgment and respond effectively and calmly to students
- understand and carry out oral and written instruction in English
- establish and maintain cooperative relationships in a positive manner with students, staff and parents
- work in a diverse learning community
- follow directions
- problem solve independently
- know and implement district wide rules and procedures

- carry out essential duties in such a manner as to ensure personal safety and the safety of those in the immediate vicinity
- adhere to guidelines of mandatory reporting for suspected cases of child or substance abuse
- perform duties efficiently

Licenses and Certifications

- criminal justice fingerprint/background clearance
- pre-employment medical examination

Education

- prior year of job experience
- two years of college (48 units), or A.A. degree (or higher), or pass a local assessment of knowledge and skills in assisting instruction preferred

SUPERVISOR

Site Administrator or designee

Revised 6-1-15