

**HOLTON PUBLIC SCHOOLS POSTING
FOR 2010-2011 SCHOOL YEAR
EXTERNAL POSTING**

TITLE: SECONDARY AT RISK BEHAVIOR SPECIALIST - ADMINISTRATIVE

QUALIFICATIONS:

1. Bachelor's Degree.
2. Teaching certificate preferred.
3. Strong interpersonal and leadership skills to work with students, parents, and administrators as well as teachers.
4. Strong verbal and written communication skills.
5. High level of flexibility.
6. Technology literate in general computing skills (word processing, spread sheet, data-base, multi-media, and graphics). Candidates should also have knowledge of, and experience with, a broad range of technology applications.

REPORTS TO: Principal

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY:

Under the supervision of the principal or his/her designee to promote school attendance, school safety, and violence prevention. To plan, implement, and direct the attendance procedures and processes of the school; to plan, develop, and implement attendance goals consistent with the established goals of the District. To plan, develop, and coordinate school safety and violence prevention programs and activities.

PERFORMANCE RESPONSIBILITIES:

- 1) Serves as a student advocate to assist students to address barriers to learning including, attendance concerns, behavior issues, and social adjustment.
- 2) Develops strategies to reduce the suspensions for disruption of school activities, and physical injury to another person.
- 3) Coordinates school RTC re-entry meetings and referrals to Child Study Team.
- 4) Plans, designs, and conducts follow-through strategies to implement the school attendance program.
- 5) Coordinates school attendance learning support and interventions which assist students' daily attendance in order to improve their academic achievement.
- 6) Assists the school administration in coordinating a student truancy prevention program, including home visits.
- 7) Connects students with other learning support services in the school or community.
- 8) Coordinates programs on anger management and techniques that teach students to resolve conflicts without violence.
- 9) Identifies appropriate strategies and programs that provide or maintain a high level of school safety to reduce bullying.
- 10) Serves as a liaison to Alcohol, Tobacco and Other Drug/Violence Prevention Coalition Programs in the community.
- 11) Promotes positive youth development through participation in community partnership activities.
- 12) Supervise students during passing time in the halls, on school grounds, in the lunchroom, and at all school activities **(before, during and after school)**.

REQUIRES ABILITY TO:

- 1) Effectively plan, organize, and coordinate the management functions and activities of a secondary school operation.
- 2) Demonstrate a positive instructional leadership model.
- 3) Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions.
- 4) Communicate effectively in oral and written form.
- 5) Understand and carry out oral and written directions with minimal accountability controls.
- 6) Establish and maintain effective organizational, public, and community relationships.

TERMS OF EMPLOYMENT: As established by the Board of Education.

EVALAUTION: Annually

Date/Time of Posting: Monday, July 26, 2010 @ 3:00 p.m.

Date/Time of Closing: Thursday, August 5, 2010 @ 3:00 p.m.

Send Letter of Interest, Resume and References to:

Holton Public Schools
c/o Ann Cardon, Supt.
8897 Holton Duck Lake Rd.
Holton, MI 49425