

Tracker - At Risk

Purpose Statement

The job of Tracker - At Risk is done for the purpose/s of providing for the safety and welfare of students while on school grounds; observing personnel and/or visitors; enforcing truancy and disciplinary policies; communicating information, observations, and/or incidents that have potential impact on the general well being of students, personnel and/or visitors; and supporting administrative and/or campus activities.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Principal

Essential Functions

- Assists outside agencies for the purpose of getting help and support for students, who are struggling in school.
- Calls parents for the purpose of settling up meetings, reporting progress of their students, and informing them of discipline situations their students are involved in.
- Communicates school policies and enforcement procedures to students, personnel and visitors (e.g. patrols halls, grounds, etc.) for the purpose of ensuring their understanding and the potential consequences of violation.
- Coordinates with school personnel and outside agencies for the purpose of ensuring communication and understanding the consequences of violations of the law and maintaining a safe and orderly environment.
- Establishes working relationship with teachers, parents, outside agencies for the purpose of tracking and working with problem children.
- Monitors student behavior during and between assigned periods (e.g. lunch room, classrooms with substitutes, detention, etc.) for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Monitors school activities and facilities (e.g. alarm systems, security cameras, locks/gates, restrooms, outside grounds, etc.) for the purpose of ensuring safety of students, personnel and property.
- Prepares documentation (e.g. incident and activity reports, student progress, etc.) for the purpose of providing written support and/or conveying information.
- Refers incidents to appropriate site personnel (e.g. injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Supervises study halls for the purpose of ensuring students receive extra academic help and encouraging students to become more successful.
- Tutors students in academic difficulty for the purpose of helping them become successful students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to legal statutes, organizational rules, etc.; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and mediation techniques.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; working as part of a team; and working with constant interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt