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<b>Job Title</b>	Student Outreach Specialist	<b>Job Title Code</b>	151200EF
<b>Reports to</b>	Coordinator Student Retention and Truancy Prevention	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Student Retention and Truancy Prevention	<b>Pay Grade</b>	102
		<b>Date Revised</b>	March 25, 2025

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## Primary Purpose

Identify and serve a target population of at risk and potential drop out students demonstrating truancy, and other issues. Assist families with community resources to strengthen family life and support a strong academic foundation.

## Education/Certification

- Bachelor's degree in social work, criminal justice, or related field

## Special Knowledge/Skills

- Knowledge and skills in casework methods
- Ability to organize and coordinate district wide programs
- Ability to interpret data
- Strong consultation skills for conferencing with teachers, parents, and students
- Knowledge of state and local attendance requirements and procedures
- Knowledge of prevention and intervention strategies for truancy and other related issues
- Awareness and ability to access community resources
- Excellent organizational, communication, and interpersonal skills

## Experience

- Two (2) years related experience

## Major Responsibilities and Duties

### Program Management

1. Identify and monitor academic and other progress of students at all grade levels who are demonstrating truancy or are at risk of dropping out using cumulative record history information, student test score data, individual student course failure data and other appropriate sources.
2. Maintain documentation on attendance, dropout prevention/dropout recovery and related indicators and interventions attempted for identified students.
3. Assist in researching and recovering students identified as "leavers" and assisting these students in reintegrating into the public school system.
4. Conduct investigations and interviews at home/work/other locations to track and attempt to reacquire students who have voluntarily left the school system before graduating.
5. Participate as an active member of the campus attendance team.
6. Work with school personnel and other administrators to coordinate psychosocial services for children and families.
7. Consult and work with parents, administrators, counselors, teachers, community agencies, and other relevant individuals to identify and remove barriers for students who are demonstrating truancy, and other related issues.
8. Work with campus administrations, law enforcement, and other appropriate resources as well as well students and families to deter truancy, and other related issues at all grade levels.
9. Work with students and parents addressing any issues that might prohibit them from staying in school.
10. Use a multidisciplinary case management approach to build and maintain relationships with government agencies, community-based organizations, social services agencies, and schools to refer students and families for needed services.

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11. Participate in weekly departmental staffing for the purpose of identifying barrier removal strategies for complex student cases.
12. Serve as liaison between parents, school, and community agencies.
13. Provide community outreach, assess family problems, and assist the family in identifying and acquiring appropriate services.
14. Work with attendance clerks, track, and record individual student attendance, and perform attendance checks.
15. Instruct students, families, and the community on local and state residency and attendance requirements and procedures.
16. Assist campus attendance personnel with attendance court filings within state and locally required timelines and specifications.
17. Interact with campus administration in the planning, implementation, and evaluation of a campus wide attendance plan.
18. Interact with Justice of the Peace personnel, and campus administration in securing an improvement in students demonstrating documented attendance issues.
19. Act as the representative of and liaison for EPISD Justice of the Peace court hearings and related activities.
20. Plan and participate in student Attendance, Leaver Recovery, and other specially designed targeted operations.

## **School/Organizational Climate**

21. Communicate and promote high expectations for student performance and behavior.
22. Participate in establishing and maintaining a positive school climate
23. Foster collegiality and team building among staff.
24. Communicate effectively with students, parents, staff, and community.
25. Plan collaboratively.
26. Understand and help support the school's mission.

## **School/Organizational Improvement**

27. Identify, analyze, and apply research findings to facilitate the delivery of truancy intervention services for students and families at all grade levels.
28. Develop, maintain, and utilize appropriate information systems and records necessary for attainment of district goals.
29. Provide information which facilitates decision-making by all members of the professional staff.

## **Administrative-Fiscal/Facilities Management**

30. Comply with district policies and state federal laws and regulations.
31. Schedule activities and use resources effectively to accomplish program goals.
32. Order appropriate supplies for the program.

## **Student Management**

33. Work with faculty and staff to encourage and reward positive student behavior.
34. Effectively conduct conferences with parents and teachers concerning school and student issues.
35. Encourage plans for improved student behavior that reflect enhanced opportunities for learning and applying decision-making skills and demonstrating responsible behavior.

## **School/Community Relations**

36. Articulate the school's mission to the community and solicit support.
37. Provide information to parents about school policies and procedures.
38. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
39. Emphasize and nurture two-way communication between the school and community.
40. Project a positive image to the community.
41. Contact parents and conduct frequent home visits.



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- 42. Conduct day and evening sessions for parents.
- 43. Explain the student outreach specialist's role to faculty, PTA, and other organizations.

### Professional Growth and Development

- 44. Use information provided through assessment procedures and the appraisal process to improve performance.
- 45. Strive to improve skills through self-initiated professional development areas.
- 46. Utilize information and insight gained in professional development areas for self-improvement.
- 47. Conduct oneself in a professional, ethical manner in accordance with accepted community standards; complies with the code of ethics.

### Policy, Reports, and Law

- 48. Utilize established case management methods to provide adequate tracking of students demonstrating truancy or related issues.
- 49. Assist with the collection, processing, and distribution of identified student data and interpret this information.
- 50. Comply, maintain, and file all physical and computerized reports, records, and other documents required.
- 51. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

### Supervisory Responsibilities

None

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Regular travel to student homes and district wide locations as assigned, moderate walking and occasional irregular hours.

### Terms of Employment

194 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*



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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.