



## **GEARUP Dropout Prevention Specialist**

### **Job Description**

#### **Objective**

The Cincinnati State GEARUP Dropout Prevention Specialist's primary objective is to significantly reduce the dropout rate for GEARUP students.

#### **Responsibilities and Duties**

1. Identify and serve eligible GEARUP students at assigned school sites, especially at-risk students who are identified as potential dropouts.
2. Work and collaborate effectively with teachers and other school-based personnel to identify GEARUP students who are potential dropouts.
3. Administer the prescribed Dropout Survey to targeted students, and interpret and record results.
4. Design and implement a comprehensive plan with identified strategies (including advising, counseling, and mentoring services) to reduce the dropout rate.
5. Design and implement individualized intervention plans with specific strategies (including advising, counseling, and mentoring programs and services) to address the needs of targeted students and to their families/caregivers.
6. Recruit, train, and monitor mentors as part of the dropout prevention program.
7. Coordinate GEARUP's effort to reduce dropouts with district and local school programs and with district and school-based personnel.
8. Develop daily, weekly, monthly, and quarterly work schedules based upon established priorities that maximize services to GEARUP students (by addressing the greatest needs of the greatest number of students).
9. Deliver a wide range of direct parent activities and services including - but not limited to - in-service, training, and workshop sessions related to dropout prevention strategies.
10. Identify and process student/family referrals to appropriate educational, social, and other support services in the school, district, and community for students and their parents and families.
11. Design and implement instructional activities, materials, and strategies in classrooms, workshops, summer programs, and other appropriate settings.
12. Monitor the school performance of targeted at-risk students in the areas of academic achievement, attendance, and deportment.
13. Provide GEARUP students with assistance in the areas of academic achievement, college awareness/readiness/access, school success (attendance, behavior, personal, and social issues), and life-skills (e.g., organization skills, time management, individual and social responsibility, and work ethic) that impact school performance and dropout rates.
14. Design and implement programs and strategies that help to encourage student participation in GEARUP and other academic remediation/enrichment programs.
15. Design and implement programs and strategies that emphasize career exploration and career goals.

16. Contact and communicate directly with parents/guardians on a regular basis to ensure parent awareness of and involvement in their child's school performance and to secure parent support of student participation in GEARUP, school, and other activities.
17. Conduct home visits as part of the GEARUP dropout prevention program.
18. Work closely with school-based GEARUP staff to facilitate and improve home-school communication.
19. Promote, support, and encourage both parent and student participation in appropriate GEARUP activities and services.
20. Function as a GEARUP team member by working collaboratively, cooperatively, and effectively with GEARUP Academic Specialists, College Access Specialists, other Dropout Prevention Specialists, the Parent Involvement Specialist, and other GEARUP staff.
21. Coordinate GEARUP's Dropout Prevention Program with school-based GEARUP staff.
22. Maintain accurate data, records, and case management files to document all activities conducted and services provided.
23. Report daily in the designated database/data collection system all services delivered to/for GEARUP parent/guardians, students, staff, and educators.
24. Perform other duties related to GEARUP Program Targets/Benchmarks and Strategies as assigned.

### **Qualifications**

1. Bachelor's Degree in Counseling or related field required; Master's Degree in Counseling or related field preferred.
2. Licensed School Counselor, School Social Worker, Counselor, or Social Worker preferred (related state license acceptable).
3. Minimum of three (3) three years experience working with at-risk youth in grades 5-12 and providing both instruction and intervention services required.
4. Experience and demonstrated competency in working with Cincinnati Public Schools, Family Services, Mental Health, and the Juvenile Justice System.

### **Other Qualifications**

The successful candidate will demonstrate possession of the following:

1. Strong technology skills.
2. Knowledge about Cincinnati, Cincinnati Public Schools, and the target population.
3. Strong written and oral communication skills, including public speaking skills and listening skills.
4. Strong interpersonal and human relations skills.
5. Ability to develop positive working relationships with, build rapport with, and motivate both co-workers and clients.
6. Cultural competency; appreciation, embracing, and valuing of diversity.
7. Strong problem-solving, critical-thinking, and independent decision-making skills
8. Ability to function as a team player and to work collaboratively and cooperatively in a shared-decision-making environment.
9. Capability to function as an independent, self-motivated, and self-reliant self-starter who initiates appropriate actions and strategies and can work successfully without constant direction and close supervision.
10. Ability to function effectively in hectic and fast-paced work environments through prioritization of multiple, and sometimes conflicting, demands in order to meet established deadlines.
11. Ability to travel to multiple school sites and other work locations.

