

**Shell Knob School District
Shell Knob, Missouri**

Job Title: **At-Risk Coordinator**

Qualifications: 1.) Certification as elementary teacher or counselor.
 2.) Such additional qualifications as the board of education may find appropriate.

Reports to: Superintendent

Job Goal: The At-Risk program is designed to help students achieve academic success, develop a positive self-image and demonstrate appropriate decision-making skills.

Performance Responsibilities:

- 1.) The coordinator is to work with the professional development committee to provide in-service training to teachers about at-risk students needs.
- 2.) The coordinator is to assist in identifying students who are at-risk of educational failure.
- 3.) The coordinator is to collect and distribute information that will enable the staff to more effectively meet the needs of the at-risk student.
- 4.) The coordinator is to supervise programs to increase the number of students who complete the educational program and leave school prepared to meet the demands of the future.
- 5.) Beginning in the 1998-99 school year the coordinator is to possess the ability to use his/her assigned computer and the following software programs:
 - a.) District selected gradebook
 - b.) District selected e-mail
 - c.) District selected word processing
 - d.) District selected operating system
 - e.) District selected on-line reference