

**FRAM / At-Risk Specialist***Certified Position – 3020*

<u>Salary</u> Per Teacher Salary Schedule	<u>Days</u> 205	<u>Reports to:</u> Director of Pupil Personnel Assistant Superintendent
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**SCOPE OF RESPONSIBILITIES**

Uses the resources of the home, school and community to maximize the educational experience of school for eligible at-risk students

**PERFORMANCE RESPONSIBILITIES**

1. Work with school personnel to disseminate and collect free/reduced household applications for Community Eligibility Option schools
2. Input data into the student information system as needed for LEP, Migrant, Homeless and FRAM
3. Attend all FRAM state trainings and meetings as directed
4. Collaborate with Transportation department to ensure homeless students remain in their school of origin
5. Monitor and actively collect missing FRAM eligibility data in the student information system in coordination with the district Food Service and other school staff
6. Complete home visits with English language, homeless, and at-risk families as needed
7. Distribute and collect home language surveys from students/families for the purpose of identifying English language students
8. Assess and address language barriers for English language learners
9. Create and monitor the PSP (Program Services Plan) for English learners with selected team of teachers
10. Monitor grades and attendance for English language learners who have exited the program in the past two years and remediate as needed
11. Actively seek grant opportunities for at-risk programs and monitor associated budgets
12. Order, administer, review and monitor student progress on ACCESS assessments
13. Attend state mandated English learner meetings and trainings
14. Work cooperatively with the Instruction department in any programs associated with at-risk students
15. Maintain regular and predictable attendance
16. Successfully utilize technology as appropriate in job function
17. Adhere to the professional code of ethics
18. Perform other duties as assigned

**MINIMUM QUALIFICATIONS**

1. Teaching certification beyond internship
2. Thorough knowledge of the geographic area
3. Ability to relate to a cross-section of people on a professional and personal basis
4. Flexible approach to work assignments
5. Must provide own transportation
6. Must meet the requirements of a criminal record check as specified by Kentucky State Law
7. Has met health requirements as specified in district Personnel Policy