

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2024  
Instructional

FLSA: Exempt

**DROPOUT PREVENTION SPECIALIST**

**MAJOR FUNCTION:**

This position reports to the Director of Alternative Education/Dropout Prevention and coordinates with the school principal/PTEC Director. This position's basic responsibility is to assist the student to better understand him/her self and others and to learn how to make decisions and choices that are individually satisfying and socially effective. This is achieved primarily through counseling, individual and small group consultation; coordination with the principal, teachers, and parents; staffing and referrals; and classroom guidance activities of a developmental and intervention nature.

**DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, and conducts GOALS orientation programs in cooperation with team members.
- Applies positive interpersonal skills in helping students to understand feelings, attitudes, and values and communicate them to others, to develop a personal decision-making strategy, and to accept responsibility for decisions.
- Assists in identifying, enrolling, registering, and scheduling of students.
- Assists students in acquiring and applying career information and developing a positive attitude toward work; assists teachers with career implications in the curriculum.
- Cooperates with faculty in planning a humanized, individualized curriculum.
- Assists in planning, organizing, and implementing programs to improve faculty-student relations and a positive program and classroom climate.
- Provides faculty, parents, and students test data and other objective data about students appropriate to education and career planning.
- Assists with identification of groups of students with special needs and works in cooperation with social worker and psychologist.
- Consults with parents and establishes parent communication.
- Informs students, parents, and teachers on special referral services and how to secure them.
- Participates in the team meetings.
- Secures specialized assistance from other departments of the school system and community agencies and follows up each referral.
- Provides opportunities for parent education and training.
- Cooperates with Intervention Specialist in implementing GOALS, program goals and objectives (Pinellas Technical Education Center's only).
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Certification in any field. Three (3) years related professional experience to include guidance-related activities, counseling, or human services experiences with school age students.

**PREFERRED:**

Experience working with "at risk" students.

ISSUED: 7/89 PBL, BOARD APPROVED: 7/26/89; FORMAT REVISED: 9/04 LMCK; REVISED WC: 2/16/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

### Dropout Prevention Specialist

<b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				