



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Check and Connect Dropout Recruiter
Payroll/Personnel Type:	12 Month
Job #:	8429
Reports to:	Directly High School Grant Initiative/ Indirectly Associate Superintendent for Secondary Education
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Dropout Recruiter Check and Connect reports directly to the HSGI (High School Grant Initiative) Federal Grant Director and indirectly to the Office of the Associate Superintendent for Secondary Education. The individuals selected for this position will identify all dropout students as referred by the school sites and maintain in coordination with the data specialist an ongoing and updated list, of the where a bouts of every dropout. The individual will also work to ensure every dropout is re-enrolled in an appropriate educational program or coded as moving to another educational program outside the district. These re-enrolled students will be placed on the caseload of the site Check and Connect Student Monitor. (The Dropout Recruiter Check and Connect position is grant funded and concludes at the termination of the grant.)

Essential Functions:

- Responsible for identifying students who have dropped out of school
- Responsible to know the whereabouts of every SLPS dropout
- Works with the data specialist to ensure every dropout is coded correctly in the SIS system
- Provides an appropriate placement for the dropout students to re-enroll
- Coordinates with the check and connect student support worker to receive assistance in determining and enrolling dropouts in other programs
- Any and all other duties assigned by the Associate Superintendent of Secondary Education

Knowledge, Skills, and Abilities:

- Passionate about improving urban public education, and is driven to make a difference
- Ability to perform well in a quickly changing and diverse environment
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to foster a cooperative work environment
- Excellent and effective communication skills
- Ability to express information to individuals or groups effectively
- Effective problem-solving and strong analytical skills
- Ability to develop innovative solutions and recommendations
- Ability to effectively work and interact with others and exercise a high degree of diplomacy

Experience:

- Evidence of working successfully with at-risk students
- Demonstrated ability to work with other adults and within the leadership of the site administrator



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- Proven track record of excellent attendance and timeliness at the work site

Education:

- Bachelor's Degree from an accredited college or university
- Minimum of 5 years' experience successfully assisting at-risk youth (Preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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