

# **Madera Unified School District Classified Job Description**

## **Gang Intervention Specialist**

### **Purpose Statement**

The job of Gang Intervention Specialist was established for the purpose/s of providing support to the instructional program with specific responsibilities for providing gang prevention and intervention services to students in coordination with District staffs, security, and local law enforcement agencies; providing inservice training to District staff, parents, students, and community organizations; and intervenes with identified gang members and students on the fringes through direct contact with the students and with their families.

This job reports to ~~Superintendent of Business and Operations~~ Director of Student Services.

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### **Essential Functions**

- Facilitates intervention protocols for gang members for the purpose of addressing related issues, identifying support resources, and formulating realistic academic and career/vocational goals.
- Identifies students as gang members using standard law enforcement validation criteria for the purpose of communicating information to other parties.
- Intervenes with gang members and those students on the fringe of gang involvement through direct individual advisement and through conflict resolution activities with disputing parties and meeting with parents/guardians for the purpose of bringing about a disassociation with gangs and/or making the parents aware of their student's involvement with gangs.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. interventions, gang members and affiliations, etc.) for the purpose of compiling and documenting activities in compliance with requirements.
- Maintains a visible, accessible presence on campus at assigned locations for the purpose of increasing student awareness, diffusing confrontations and minimizing disruptions.
- Monitors gang activities (e.g. fights, graffiti, drug use and/or trafficking, etc.) for the purpose of advising school administration and security regarding possible gang disruptions.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

- Performs record keeping and clerical functions (e.g. student records, program materials, scheduling, copying, etc.) for the purpose of providing records/materials necessary for program success.
- Provides individual counseling and support to students and parents for the purpose of addressing and resolving gang issues.
- Provides workshops to school staff, students, and parents on gang related topics for the purpose of increasing awareness and reducing the frequency and complications of gang activity.
- Refers targeted students to student activity groups (e.g. Madera Counseling Center, Madera City Parks and Recreation, PALS, etc.) for the purpose of providing support and encouraging a disassociation from gangs and creating connections with positive peer influences.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as may be required.
- Serves as a liaison between the school, home, law enforcement and/or other community organizations (e.g. Gang Task Force, etc.) for the purpose of facilitating communication between participants.
- Trains District staff, parents, students and community groups regarding trends in gang membership and behaviors including mode of dress, signing and writing styles for the purpose of increasing awareness and reducing the frequency and complications of gang activity.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: alcohol/drug abuse federal confidentiality laws; generally accepted substance abuse assessment, intervention, treatment and recovery process for adolescents and families; chemical dependency counseling or prevention; physical and emotional development of adolescents; and mental health issues.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility



is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in a nonjudgmental manner; working flexible hours; displaying patience and a sense of humor; understanding verbal input and responding quickly and maintaining confidentiality; and the ability to read, write and communicate clearly in both English and a second language (usually Spanish) maybe required.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

### **Minimum Qualifications**

**Experience** Two years of supervisory experience working with youth in the area of violence prevention in education, law enforcement, counseling, or related setting. Experience must include counseling or intervening with "at risk" youth; presenting workshops, and or training sessions in topics such as violence prevention, and gang suppression.

**Education** Bachelors degree or higher from a nationally approved accredited college or university, in one of the following areas; criminal justice, police science, social science, or a related field.

### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical exam

### **Certificates**

Valid CDL

### **Continuing Educ./Training**

NCLB Requirements

### **Clearances**

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance  
Physical Demands(E)

FLSA Status

Approval Date

Salary Range