



# ROUND VALLEY UNIFIED SCHOOL DISTRICT

DISTRICT OFFICE

Post Office Box 276 • Covelo, California 95428

Telephone: (707) 983-6171 • Fax: (707) 983-8059

**The Round Valley Unified School District is currently  
accepting applications for the following position:  
In-House**

## **Outreach Consultant**

**Position Type:** Classified

**Department:** RVES 100%

**8 Hours Per Day/40 Hours Per Week**

**Beginning 2022-2023 School Year**

### **Position Overview:**

Under the direct supervision of the Superintendent, the Truancy and Dropout Recovery Outreach Consultant is responsible for the implementation and on-going development of work center programs that serve to meet the unique and differential needs of Truants and Dropouts at an elementary school level residing within the Round Valley Unified School District.

### **Requirements:**

- High School Diploma.
- Possess a valid California Driver's License
- Assist daily with student absence(s), contacting parents/guardians and transportation of students when necessary

### **Ability To:**

- Communicate effectively
- Facilitate the SARB process for truant students
- Maintain accurate records and follow reporting procedures
- Work collaboratively with others
- Model professional behavior
- Maintain confidentiality

### **Application Deadline: *Open until filled***

Interested persons may pick up an application form and review job description at the District Office. All new employees are required to pass a pre-employment physical examination; drug screen and live scan fingerprint clearance and provide proof of a current T. B. Test. For additional information, please call 983-6171, ext. 101. To be considered for any position listed herein, you must submit an in-house application form available in the district office.