

Cape Girardeau Public School District No. 63
Job Description

Job Title: Default Prevention Specialist

Terms of Employment: This position is dependent upon available grant funding.

FLSA Status: Exempt

Reports to: Director, Career and Technology Center

Brief Description of Position:

The Default Prevention Specialist enhances student understanding of financial responsibilities. Ensures that all students have appropriate guidance to make informed loan repayment decisions.

Required Qualifications:

- Bachelor's degree
- Experience working with diverse population
- Ability to work independently with minimal supervision
- Ability to manage a multi-level adult classroom
- Effective oral and written communication skills
- Working knowledge of Microsoft Office programs including Word, Excel, and PowerPoint.

Essential Duties and Responsibilities:

- Help student loan borrowers understand the terms and details of their student loans.
- Implement a variety of different ways to help student loan borrowers' establish healthy repayment habits.
- Prepare the student for repayment, inform the student who will be servicing their loans, and reiterate that the student must remain in contact with the servicer through the entirety of the loan.
- Monitor attendance for the adult in the 9-month technical programs, create and maintain all notifications using a spreadsheet.
- Perform exit counseling with all student loan borrowers who have a loan that graduated and or drops from a program.
- Track all student loan borrowers, the amounts borrowed vs amounts offered, report/track in spreadsheet.
- Provides support services that help students become and remain successful in school.
- Provide support services that help students successfully manage finances following program completion, including resume' writing and job search skills.
- Prepare the annual grant report and an annual grant proposal that must be submitted to MDHE by the first week of May.

- Ensure the students are aware they are making an investment in their future and show the importance of protecting that investment through the Own Your Loan Program.
- Enroll each student borrower in the OYL program, perform introduction meeting with each student as well as 5 presentations to the borrowers.
- Develop a professional relationship with each student borrower, ensuring that when they have questions in regards loans they will be comfortable speaking with the DPS, answer the DPS via email, phone calls and or mail.
- Other duties as determined by supervisor.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes requiring safety protocols/precautions. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between class sites and required meetings will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013