

	<b>Student Support Specialist</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p><b>Initial Date: June 15, 2016</b>  <b>Board Approval: June 21, 2016</b>  <b>Revision Date: June 22, 2017</b>  <b>Personnel Commission: June 15, 2016</b>  <b>Range: 47</b>  <b>Reports to Assigned Administrator</b></p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

As part of a team under the leadership of the Assigned Administrator, the Student Support Specialist will provide direct support and assistance to students who may be experiencing homelessness, are in the foster care system, enrolled in adult or alternative education, or who otherwise demonstrate an elevated risk of not earning a diploma.

**REPRESENTATIVE DUTIES:**

- Check in with students regularly to monitor homework, attendance, behavior and grades
- Maintain accurate records in the District's student information system
- Use technology appropriately and effectively to conduct business
- Conduct small groups, community-building circles, lunchtime activities with students appropriate
- Develop positive working relationships with school staff including administrators, community liaisons, teachers and front office staff on behalf of students
- Serve as a case manager to facilitate communication with teachers, parents, and administrators with respect to addressing students' barriers to success
- Facilitate collaboration with guidance counselor; facilitate referrals to additional social/emotional counseling and other resources and services in collaboration with the School Linked Services Coordinator
- Attend SST, 504 or IEP meetings involving caseload students, when appropriate and as needed, as a student advocate
- Work with school guidance counselors to assist students with transcript review, academic goal setting and credit recovery options
- Participate in weekly team meetings to share best practices, troubleshoot, and celebrate student successes
- Engage in professional development
- Support students when they transition from one school to another
- Plan and implement celebrations for each school cohort with program-specific awards and recognitions such as improved attendance or grades
- Follow all District policies and procedures
- Maintain confidentiality regarding student and family issues
- Type and review a variety of sensitive materials
- Coordinate and facilitate ongoing communications and serve as liaison between District and site personnel, parents, students, school, and community organizations
- Perform other duties related to student support services as assigned

**KNOWLEDGE AND ABILITIES:**

- Ability to connect to students and to engage families
- Ability to work collaboratively as part of a team to meet multiple priorities
- Ability to maintain records and prepare reports
- Communicate effectively both verbally and in writing
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary

- Ability to demonstrate sound and independent judgment in the interpretation, application or modification of existing methods and procedures
- Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision
- Ability to learn and use computer systems and office software programs related to assignment
- Ability to effectively and tactfully communicate in both verbal and written forms
- Ability to prioritize and coordinate work flow to meet timelines
- Ability to operate a variety of office equipment

**WORKING CONDITIONS:**

**ENVIRONMENTAL CONDITIONS:**

- Indoor and outdoor environment; school setting subject to frequent interruptions with a high degree of mobility and flexible meeting space throughout the day

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by position
- Seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Daily contact with students, teachers, all school and District staff
- Frequent contact with parents, community members and outside agency personnel

**HAZARDS:**

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school diploma or equivalent is required
- AA degree or higher desired
- Bilingual desired
- Three years of experience in a mental health, social services, or education-related field may be substituted for formal education

**LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.