

ANNOUNCEMENT OF VACANCY

BLUFFTON-HARRISON MIDDLE SCHOOL

STUDENT SUPPORT SPECIALIST

Effective Date: 2023-2024 School Year

Job Description

The Student Support Specialist is an integral part of the school staff working directly on the four key areas including: At-risk student support, Students on Suspension (SOS) program support, expelled student support, middle school athletic support. The Student Support Specialist is a self-motivated, organized educator with a desire to serve students in a variety of roles. The Student Support Specialist will work closely with school level administrators to provide support to identified youth. Identification of students can be through the MTSS process and/or through disciplinary action resulting in SOS and/or expulsion. The Student Support Specialist will provide support to the middle school athletic program with duties assigned by the High School Athletic Director and related to middle school athletics.

Essential Functions

- Co-lead the MTSS process working directly with building administrators, school counselors, teachers, parents, and students to identify needed interventions, schedule intervention time, and report progress through regular, ongoing MTSS meetings with teams and parents as needed.
- Monitor student progress through ongoing data collection and review as well as meeting with Tiger Club math and language arts teachers and middle school interventionists to modify student interventions as needed.
- Oversee the SOS program for Bluffton High School and Bluffton-Harrison Middle School
- Facilitate the continuing education for expelled students. This may include digital meetings with students, regular check-ins, and standardized testing administration for students who have been expelled.
- Schedule middle school athletic practices and events and coordinate with the athletic director at the high school to schedule transportation.
- Maintain ongoing communication between the athletic director at the high school.

Required Qualifications

- Indiana teaching license; experience and/or training related to level of assignment.
- Must possess a demonstrated knowledge and understanding of tiered interventions for both academic and behavior needs.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
- Must possess the ability to lead both classroom instruction and staff professional development.

Preferred Qualifications

- Post-graduate training and Administrative License

Salary

Salary will be within the district's Master Teacher Contract salary range and is based on the applicant's degree(s) held and years of experience.

Contract Term: One-hundred eighty-five (185) days

Interested applicants should apply by completing a Bluffton-Harrison M.S.D. certified application, available online at www.bhmsd.org. **Completed application and a letter of interest should be submitted to: Mr. Rick Mettler, Principal of Bluffton Middle School, Email: rmettler@bhmsd.org Phone: 260-824-3536**

Athletic coaching opportunities at Bluffton-Harrison Middle School and Bluffton High School may be available. **Please contact Mr. Steve Thompson, Athletic Director, at 260-824-5033** or sthompson@bhmsd.org regarding coaching opportunities.

Applicants will be contacted if an interview is desired.