



# LEAD

## RISE SUPPORT FACILITATOR

### JOB DESCRIPTION

**JOB TITLE:** Lead - RISE Facilitator  
**REPORTS TO:** Campus Principal  
**LOCATION:** Campus-Based

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT-04  
**DAYS:** 208  
**JOB ID & DATE:** SAT-03, November 2023

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### **JOB PURPOSE SUMMARY**

Under the general supervision of the principal and Director of Schools, the Lead RISE Facilitator provides orientation, general instruction (core instruction is individualized and computer-based), monitoring, and assisting students with school work, as well as de-escalating student behaviors and maintaining classroom discipline. The lead will also complete monthly reports tracking students placed in alternative settings.

The RISE (Resilience, Inclusion, Support, and Empowerment) Program is dedicated to providing a supportive and inclusive educational environment for students who may face challenges in the traditional classroom setting. The primary intent is to address the holistic needs of students by focusing on their emotional, educational, and behavioral well-being.

The RISE Program strives to foster resilience in students, recognizing that every individual learns and thrives in unique ways. Through targeted interventions and personalized support, the program aims to create an educational experience that empowers students to overcome obstacles and build the skills necessary for success. The program places a strong emphasis on emotional intelligence, ensuring that students develop the social and emotional tools needed for positive growth.

### **REQUIREMENTS**

#### Education Level Details

High School diploma  
48 semester hours of college-level coursework highly preferred  
Experience working with students in a behavior support role may be used in lieu of college credits

#### Certification Requirements

First Aid and CPR certification or commitment to achieve certification within 60 days of hiring.

#### Work Experience Required

Two (2) years of experience working with students, and/or three (3) years of experience in the military, law enforcement, school security, or equivalent experience is required. A combination of experience or relevant substitutions may be considered.

#### Other Skills and Abilities Required

General knowledge of lead teacher activities.  
Ability to constantly monitor the safety and well-being of students.  
Ability to motivate students.

Ability to maintain order and discipline in a classroom.  
Ability to operate common office machines.  
Ability to understand and follow oral and written instructions.  
Ability to de-escalate student behaviors and situations.  
Bilingual in English and Spanish preferred.  
Cultural sensitivity.

## **KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

### General

- Support tasks associated with the RISE program.
- Enforce adherence to established rules and regulations of the RISE program.
- Collaborate with teachers and student support staff to coordinate students' school work assignments.
- Serve as a liaison between the classroom teacher and students assigned to the program.
- Assist students with completing their regular classroom assignments.
- Assign additional work if the student completes their regular classroom assignments.
- Assist students with learning, providing one-on-one assistance as needed.
- Organize public service worksites and coordinate public service assignments.
- Constantly monitor the safety and well-being of students, emphasizing positive self-esteem and independence.
- Communicate appropriate behavior, school rules, and regulations to students.
- Report inappropriate behavior by students to professional staff members.
- Guide and encourage students to develop a positive attitude toward learning.
- Maintain monthly reports tracking students' progress in alternative settings.
- Monitor and review student progress.
- Communicate with parents and classroom teachers regarding student behavior and progress.
- Escort students during break/lunch periods and monitor hallways.
- Maintain daily attendance and other records of students assigned to the program.
- Model nondiscriminatory practices in all activities.

### Student Support

- Uses restorative practices to resolve conflict and behavior issues.
- Refers students and their families to internal and external services to best support the student and their family.
- Maintains a consistent presence in order to promote a positive rapport with students and staff.
- Provides a safety resource to students and staff through relationship-building skills and a consistent visible presence.
- Establishes general and regular communication with students, administering both coaching and warnings to students.

### Professional Standards

- Participates in training sessions, faculty meetings, and special events, as required.
- Maintains confidentiality.
- Follows district safety protocols and emergency procedures.
- Performs other job-related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

None

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors, and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in school environments including but not limited to classrooms, hallways, offices, gyms, playgrounds, athletic facilities, and cafeterias. The employee may work in other locations where employees or students gather. The employee will be required to work some weekends and evenings. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute, and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_