

TRUSSVILLE CITY BOARD OF EDUCATION

Job Description

POSITION TITLE: Student Support Specialist

QUALIFICATIONS: A Bachelor's degree required from an accredited institution. A master's degree preferred from an accredited institution in social work. Licensure by the Alabama State Board of Social Work Examiners, LCSW or equivalent preferred. Minimum of five (5) years' successful professional social work experience in child welfare and adolescents preferred. Experience in an educational environment preferred. Good interpersonal skills. Ability to deal with confidential and sensitive information in a professional manner. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL: To work with school system administrators to empower students, families, and school personnel to access available opportunities and resources that develop each students' potential.

REPORTS TO: Assistant Superintendent of Student Services

SALARY: Teacher Salary Schedule

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, mission, goals, and priorities.
2. Demonstrates initiative in identifying potential problems and opportunities for improvement in the areas of responsibility by staying informed of current issues related to mental health and at-risk youth.
3. Develops, organizes, and implements plans to address social/emotional learning and mental health needs throughout the district based on data driven decisions.
4. Provide support, referral, and follow-up services for identified students.
5. Assists personnel in Student Services department to establish and implement a plan of action for at-risk students.
6. Assist schools, school nurses, and families in obtaining social and/or health related services for children.
7. Work with the Department of Human Resources, Juvenile Court, and other agencies in the development and implementation of family intervention.
8. Conduct home visits as a liaison between school and home.
9. Assist school officials, teachers, counselors, Juvenile Court, and parents with developing a plan of action for students who are at-risk of dropping out of school and/or having attendance and behavior problems.

10. Serve as an advisor to administrators, counselors, and teachers concerning assigned program of intervention.
11. Conduct Parent Education/Parent Support classes.
12. Provide crisis intervention and assessments and participates in District Safety Team meetings.
13. Attend Juvenile Court proceedings as assigned on behalf of Trussville City Schools including Early Warning, Truancy Court, and Agency Meetings.
14. Network with other community agencies, as assigned, that may be enlisted to help in the school system.
15. Conduct truancy related meetings within the district as needed.
16. Assist with student drug testing program.
17. Support students with mental health issues through individual counseling, support groups, parent programs/conferences, referrals, and assessments.
18. Participate in district threat assessment team and training.
19. Coordinate District intervention programs (P.A.C.E., Red Ribbon Week, Suicide Awareness Programs, etc...) with school counselors.
20. Manage cases for at-risk students that have come through the TCS referral system.
21. Adhere to local Board policies, administrative procedures, and other like directives, as well as state, federal, and local laws.
22. Perform other such duties as required and/or assigned by the Assistant Superintendent of Student Services.

Board Approved: December 10, 2018