



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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### **POSITION:**

### **STUDENT SUPPORT SPECIALIST**

### **REPORTS TO:**

Assistant Superintendent of Safety and Support Services

### **JOB DESCRIPTION:**

The Student Support Specialist is responsible for developing, implementing, and monitoring a comprehensive Dropout Prevention Program and districtwide Social-Emotional Learning (SEL) initiatives. This role supports the academic, emotional, and social development of students by collaborating with school staff, families, and community partners. The specialist plays a key role in identifying at-risk students, coordinating interventions, and promoting a whole-child approach to education.

### **QUALIFICATIONS:**

- Bachelor's degree in education, counseling, social work, or a related field (required)
- Five years of successful classroom or youth program experience (required)
- Familiarity with Multi-Tiered System of Supports (MTSS) and tools such as Major Clarity, Second Step, and DESSA

### **ESSENTIAL JOB FUNCTIONS:**

- Develop and oversee a districtwide Dropout Prevention Program and SEL Initiatives
- Collaborate with middle and secondary school staff to identify at-risk students and create individualized support plans
- Support implementation of Major Clarity for student career and academic planning
- Assist with the use of Second Step and DESSA tools to support Tier II and Tier III planning

- Prepare and analyze reports from the DESSA universal screener to guide student support strategies
- Provide professional development on trauma-informed practices, ACEs, and resilience
- Coordinate wraparound meetings with families, students, and school-based support teams
- Serve as a liaison between families and community resources to address barriers to learning
- Support school counselors and teachers in implementing SEL programs and interventions
- Monitor and report on program effectiveness and student progress to the Director of Student Services
- Review school Indistar goals to align support with social-emotional action steps
- Maintain confidentiality, professionalism, and exemplary attendance
- Perform other duties as assigned by the Director of Student Services or school leadership

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**