

Student Support Specialist

Job Description



Job Title: Student Support Specialist

FLSA: Exempt

Reports to: Building Principal

Pay Grade: INVSP

Dept./School: Assigned Campus

Calendar Days: 200

Contract: Probationary/Term

Revised: 7.15.2021

Primary Purpose

Through consultation, coaching, individual and group counseling, the Student Support Specialist identifies specific needs, provides wrap around services and support, assists with pertinent problems and concerns related to high school completion, and help students become more academically successful.

Qualifications

Education/Certification:

- Master's Degree in counseling, social work, or a related field
- Licensed Professional Counselor (LPC), Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), State Board Education Certification as a School Counselor in the State of Texas, or a licensure in a related field required

Special Knowledge/Skills:

- Knowledge of behavior and social skill intervention techniques and methodology
- Ability to work with at-risk youth
- Ability to develop and deliver training
- Ability to effectively disaggregate and analyze data
- Ability to effectively implement policy and procedures
- Strong communication, public relations, and interpersonal skills

Experience:

- Minimum three (3) years of successful counseling, social work or experiences in another related field
- Experience working with a diverse population of students

Major Responsibilities and Duties

Instructional and Program Management

1. Provide guidance services for counseling, consultation, coordination, and student appraisal to meet the educational, vocational, and personal-social needs of the students
2. Identify specific needs of students, parents and teachers to assist with pertinent problems and concerns related to high school completion

Student Support Specialist

Job Description



3. Implement a plan for high school completion with underachieving, at-risk groups, including students with a history of failure, pregnant/parenting teens, substance abuse, dyslexic, etc.
4. Provide crisis counseling and consultation
5. Facilitate communication between counselors, administrators and staff members to increase high school completion and reduce drop-out rate
6. Implement research-based support programs such as mentoring, peer mediation and social and emotional skills to enhance student success and increase high school completion
7. Identify students who have dropped out and provide resources and support to encourage re-engagement in school and attain high school completion
8. Serve as a liaison with the school counselors, homebound teachers, social workers, Community Youth Services worker, school nurse, diagnostician, special education counselor and other student support services
9. Compile and analyze data concerning students served
10. Participate in ARD meetings when appropriate
11. Counsel and serve as a resource person for parents regarding problems affecting the educational, physical, social and emotional growth of the student
12. Develop and help present school and district in-service programs as needed
13. Work with appropriate agencies, community groups, and school organizations
14. Work with and coordinate the use of community referral services
15. Maintain confidentiality
16. Analyze discipline and attendance data to identify needs and assist with developing and implementing plans to address high school completion
17. Collaborate with campus counselors, social workers, and other support staff to provide crisis intervention and wrap around support services to improve outcomes for students and high school completion

Policy, Reports, and Law

18. Implement the policies established by federal and state law, State Board of Education rule, and local board policy

Student Support Specialist

Job Description



19. Compile, maintain, and file all reports, records, and other documents as required

Professional Growth and Development

20. Participate in appropriate conferences and staff development activities to improve job-related knowledge and skills
21. Pursue continuous improvement and growth in knowledge of intervention strategies, methodologies, and analysis
22. Attend and participate in meetings and serve on committees as required

Other

23. Assume other duties as may be assigned by the Building Principal, the Assistant Superintendent of Student Support Services, Chief of Schools, and the Superintendent of Schools

Supervisory Responsibilities

None

Evaluation

The Student Support Specialist's evaluation is a responsibility resting with the building principal. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.