

## Franklin County Community School Corporation

<b>Job Title</b>	<b>Elementary School Student Support Specialist</b>			
<b>Position Type</b>	<input type="checkbox"/> full time <input checked="" type="checkbox"/> part time	<input type="checkbox"/> certified <input checked="" type="checkbox"/> non-certified	<input type="checkbox"/> 180 days <input checked="" type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 230 days <input type="checkbox"/> 12 months <input type="checkbox"/> as needed

**Job Purpose:** The purpose of the elementary school student support specialist is to provide leadership that engages all stakeholders in the delivery of programs and services to help students achieve success in school.

**Duties:**

**The Elementary School Student Support Specialist shall:**

1. Serve as co-worker with teachers and as a consultant to student problems.
2. Coordinate all psychological services.
3. Provide information to parents in the following areas:
  - a. social issues and concerns for the parent's child(ren).
  - b. support and guidance for parenting, including school and community services.
  - c. help interpreting test scores and psychological evaluations.
4. Work with the school nurse in the identifying and monitoring of students with health issues.
5. Maintain a log of individual and group counseling sessions.
6. Keep a file of anecdotal records and observations.
7. Aid pupils in solving personal problems.
8. Identify student/family needs, and make referrals to other agencies.
9. Coordinate school and community services so that they achieve maximum benefits for children.
10. Develop and implement social skills programs, such as conflict resolution, bullying, self esteem, and character development.
11. Provide individual counseling to parents and students, which will be, at times, after school hours.
12. Serve on committees, such as RTI and case conference committees.
13. Interpret IEP data to teachers and administrators.
14. Maintain working relationships with community resources.
15. Assist the building administrator with child abuse referrals.
16. Coordinates the transition of students from elementary to middle school.
17. Consult with the school nurse and administrator to identify and assist in problems as related to the child/family needs.
18. Make home visits when deemed necessary.
19. Shall organize and help administer standardized tests, such as ISTEP, I.Q., or CTB.

- 20. Coordinate psychological testing to ensure that referrals are completed in a timely manner.
- 21. Perform other duties as required by the building administrator.

**Skills/Qualifications:**

Have a minimum of a bachelors degree in social work or a related field.

<b>Evaluated by</b>	<b>Building Principal</b>
	The employee shall be evaluated a minimum of three times during the first nine month work period, and a minimum of once each school year thereafter.