

Franklin County Community School Corporation

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

Job Purpose: The purpose of the 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 Student Support Specialist shall:

1. Provide classroom and student behavior support to teachers.
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. Participate in the IEP and 504 process as necessary.
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.
12. Serve on committees, such as RTI and case conference committees.
13. Maintain working relationships with community resources.
15. Assist the building administrator with child abuse/neglect 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. Consult with classroom teachers when appropriate, in the development of classroom management.
19. Make home visits when deemed necessary.
20. Initiate parent conferences.
21. Obtain medical, social, or educational information about a referred student from community agencies.
22. Shall organize and help administer standardized assessments.

- 23. Communicate effectively with parents, teachers, and administrators.
- 24. Consult with other building level administrators as necessary.
- 25. Perform other duties as required by the building administrator.

Skills/Qualifications:

Have a minimum of a Bachelor's degree in social work or a related field.

Additional skills needed:

Excellent interpersonal communication skills.

Compassionate and approachable personality.

Strong sense of discretion and professionalism.

Evaluated by	Building Principal
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