

Student Support Specialist

Communities in Schools of Thomasville



Job Summary:

Coordinate and facilitate the provision of appropriate community resources to identified students to help them stay in school, graduate on time, and achieve in life; encourage parent/caretaker involvement in the educational process of their student; provide individualized support to students and families.

DUTIES AND RESPONSIBILITIES

Build and Maintain Effective Relationships

- Recruit, train, and manage community volunteers as needed
- Develop good working relationships with school staff, parents, volunteers and community partners
- Provide orientation and training for school staff, volunteers and community partners as needs are identified
- Complete and implement an Annual Site Operations plan with CIS Executive Director and the school site team – including principal, counselors, school nurse, and others as determined appropriate
- Communicate with school principal or designee on a regular basis to seek input and report on program progress
- Partner with all school staff that focus on student support services
- Connect with parent or legal guardian of identified case managed students

Coordinate Needed Services for Students and Families

- Develop comprehensive School Support Plan, noting Tier I, Tier II, and Tier III interventions and supports
- Assist in seeking resources for the school community and connecting resources to meet identified needs
- Coordinate with CIS and school staff to identify the social service, educational, vocational and cultural needs of students and families
- Design, implement, and coordinate an array of programs, services and resources that will benefit students at risk as well as the entire student population (Tier I, Tier II, and Tier III)
- Provide and document short-term, crisis intervention service on an as needed basis
- Coordinate successful implementation of the CIS Model and TQS Student Support Standards

Provide Case Management Services

- Provide case management to students with multiple identified needs/risk factors (Tier II, and Tier III Services)
- Conduct home visits and hold school conference to build one-on-one relationships with students and families
- Check attendance daily and contact parents of absent students
- Provide appropriate referrals to outside agencies for students and families
- Maintain a case file on each student case managed (Individual Student Plan/ISP)
- Collaborate with school staff to assess, identify and prioritize student needs
- Collaborate with the school based teams to identify student needs, set goals, plan evidence based interventions, and progress monitor
- Provide overall case management to identified students and deliver evidence-based interventions and supports, based on student and school needs

- Regularly, at a minimum quarterly, monitor the progress toward meeting goals in the School Support Plan and the progress of individual students; adjust Tier I, Tier II, Tier III interventions and supports as needed

Collect, Report and Analyze Data

- Collect data, compile and complete required reports utilizing the approved data management system (CISDM)
- Utilize available data to adjust Annual Site Operations Plan as appropriate
- Regularly and systematically collect and retain records for all services and activities provided, and enter into CISDM
- Provide timely reports with data and program information to direct supervisor(s)
- Conduct an annual needs assessment using multiple sources of data, to be used as the foundation for the school support plan

Other

- Participate fully in orientation, training, meetings, and other activities as requested by Executive Director or school principal
- Carry out other duties as determined by the Executive Director for the successful operation of the program
- Provide leadership, as requested, in securing community resources and partners beneficial to improving students' physical and academic needs
- Participate in personal and professional staff development, *including CISNC and National CIS training*
- Perform other tasks and duties as assigned

SUPERVISION AND ACCOUNTABILITY:

Supervision is the shared responsibility of the Communities In Schools of Thomasville Executive Director and the School Principal per the CIS/TCS Letter of Agreement. The Student Support Specialist will have reporting responsibilities to each.

QUALIFICATIONS:

- Bachelor's degree in social work, social sciences, education, or a related field preferred
- Three or more year's experience in working with schools and/or families and children
- Basic computer skills in word processing, spreadsheet, and presentation software
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong management and organizational skills
- Familiarity with education, health and human services, juvenile justice, and other family support services
- Able to work independently, meet deadlines, have the ability to multi-task, possess innovative and creative problem-solving abilities, be resourceful and function as an effective team member
- Valid North Carolina driver's license and proof of vehicle liability insurance

Please sign below to indicate that you have received this job description, you understand that the above will be used as a basis for minimum job performance evaluation, and you agree with the contents of this job description.

Signature: _____

Date: _____