

USD 313 CERTIFIED STAFF JOB DESCRIPTION

Title: **STUDENT SUPPORT SERVICES– Middle School**

Reports To: Building Principal

Supervises: Assigned students

Evaluation: As per Negotiated Agreement

CLASSIFICATION: Exempt

Job Summary:

Through leadership, advocacy, and collaboration, the student support team at USD 313 promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive student support services program that addresses academic, career, and personal/social development for all students.

Qualifications: Masters degree with appropriate Kansas licensure.

Performance Responsibilities:

1. Facilitates the transition of students to the middle school by meeting with elementary personnel
2. Facilitates the transition of students to the middle school by review of cumulative folders.
3. Aids students in course and subject selection.
4. Responsible for student course scheduling.
5. Acts as building coordinator for Student Improvement Plans (SIP's); convenes Student Improvement Teams to meet on behalf of students
6. Confers with students who are experiencing academic struggles to develop personalized plans for success
7. Works to discover and develop special abilities of students
8. Works to address/resolve students' educational handicaps
9. Provides diagnostic, prescriptive and evaluative services for identified students
10. Provides initial screening/testing for new students to facilitate placement
11. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning
12. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, maturity, and understanding of self and others
13. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment
14. Maintains student records and protects their confidentiality
15. Confers with parents whenever necessary
16. Works with teachers and other staff members to familiarize them with the general range of services offered through the district's K-12 guidance program, and to improve the educational prospects of individual students being counseled
17. Provides input to administrators and faculty on matters dealing with overall student performance
18. Takes an active role in interpreting the school's objectives to students, parents, and the community at large
19. Conducts character education and bullying classes to maintain a positive student and school climate
20. Assists classroom teachers with the implementation of strategies to assist struggling/advanced students
21. Assists with the administration of state assessments, ACT Explore tests, Gallup Student Poll
22. Attends staff meetings and serves on staff committees as required
23. Strives to maintain and improve professional competence

24. Demonstrates effective human relations and communication skills
25. Complies with good safety practices
26. Complies with all district rules, regulations, and policies
27. Confers with building administration
28. Other duties as assigned

Physical Requirements/Environmental Conditions:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment
2. Requires regular attendance and physical presence at the job

Approval: