

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

STUDENT SUPPORT SPECIALIST

DEFINITION:

To provide general and classroom assistance to identified at-risk student population. Assist students in fully utilizing school programs and facilities and in reaching their academic potential. Enforce District rules and regulations.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from a school site administrator and direction from the Supervisor of Child Welfare and Attendance.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

Work with school staff and other personnel to implement a life-skills classroom curriculum (S.E.R.V.E) with targeted at-risk students. Become familiar with and develop rapport with selected at-risk students and identify individual student needs. Implement intervention strategies that help improve student attendance grades and social behavior. Coordinate assistance from parents, teachers and counselors. Collaborate with a variety of school site and district level resources through active participation in student study team and site attendance meetings to affect positive changes in student learning, behavior and attendance problems. Assist school administration with disciplinary practice process and individual educational plans. Respond to student-community problems through parent contact, home visits and other positive intervention strategies to deter truancy, school violence and property damage. Attend school staff meetings as appropriate. Perform related duties as assigned.

QUALIFICATIONS: Knowledge and abilities: Knowledge of student guidance principles and practices. Knowledge of approved procedures and techniques involved in supervising and disciplining students. Knowledge of school policies and procedures. Knowledge of record-keeping techniques. Ability to interact with students using tact, patience and courtesy. Ability to communicate effectively with identified at-risk students and their parents/guardians. Ability to understand the needs of students of a variety of ages, interest and backgrounds. Ability to communicate effectively, both orally and in writing. Ability to carry out oral and written instructions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to read, interpret and follow rules, regulations, policies and procedures.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Experience in working with youth in organized settings.

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Training:

Equivalent to the completion of the twelfth grade preferably supplemented by additional specialized training or college level course working in sociology, education or related field.

Other Requirements: Possession of, or the ability to obtain an appropriate valid California Driver License.

PHYSICAL DEMANDS

Persons performing service in this position classification will exert 25-30 pounds of force frequently to lift, carry, push, pull, or other move objects. This type of work involves walking and standing most of the time. Exposure to hot, cold, wet or windy conditions caused by weather may occasionally be experienced. Position requires reaching overhead, above the shoulders and horizontally, bending at the waist, and hearing and speaking to communicate and provide information to others.

Classified Personnel
1/10/06 #05/06-060
Student Support Specialist