

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

POSITION TITLE: Student Support Facilitator

TERMS OF EMPLOYMENT: 11 Months
SALARY: Para-Pro Placement Schedule
FLSA STATUS: Non-Exempt
BENEFITS: Standard Package

QUALIFICATIONS:

1. Para-Professional Position Requirements:
 - a. AA degree preferred, or
 - b. Completion of 60 hours of college credits; or
 - c. Pass the approved Para-Pro Test.
2. Experience with Native American students in an educational setting, mental or behavioral health counseling or social services agencies which provided knowledge of substance abuse, mental and /or behavioral health counseling.
3. Must possess and promote positive and effective interpersonal relationships within the school, departments and general public;
4. Skill in communicating courteously and professionally, both orally and in writing while working with students, parents, employees and the general public.
5. Bilingual (Navajo/English).
6. Must have proven successful employment record.

JOB GOAL: To enable student's success by improving student self-esteem, self-image, self-concept, self-discipline, behaviors and attendance through individual and group support.

DUTIES AND RESPONSIBILITIES:

1. Establishes and implements programs (504 Program, Child Study Team, graduation) such as peer mediation to improve self-esteem, self-image, self-concept, and self-discipline to improve behavior and motivation. Provides a positive school culture for all students.
2. Assists in providing support necessary to at-risk students to improve emotional, psychological and behavioral issues. Coordinates with community resources to assist families and students in obtaining additional support: The resources include substance abuse, mental and behavioral health counseling, clothing program, social services and peacemaking based on individual student needs.
3. Provides instructional activities to support the educational programs of the District. This includes researching for resources to improve the student's academic standing.
4. Input individual entries into power-school, i.e., home visits, conferences with students and parents, teacher incident referrals (bus violation, multiple offender, 504, child study team). Monitors support services provided to students, parents and teachers with an emphasis on intervention.
5. Advocates for student in attaining adequate and appropriate support services to address student and family needs; i.e., family, housing, medical, financial, transportation services to meet the needs of the students and family.

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6. Performs other duties as assigned.

REPORTS TO: Principal

PHYSICAL REQUIREMENTS:

The employee will be required to stooping, kneeling, crouching, standing, walking, sitting and finger or manual dexterity and repetitive finger motion. Employees may be required to lift or move up to 15-20 pounds of objects.

CONDITION OF EMPLOYMENT:

Subject to background investigations to determine suitability for employment.

EVALUATION:

Performance will be evaluated in accordance with the Board's policy on Evaluation of Support Services Personnel.

I have received a copy of my job description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will be required to perform these duties and responsibilities.

Employee's Signature: _____

Date: _____