

Baldwin Community Schools



Phone: (231) 745-4791 · Fax: (231) 745-3240

"Preparing Students for the Promise of Tomorrow"

BALDWIN ELEMENTARY SCHOOL JOB POSTING

STUDENT SUPPORT SPECIALIST

JOB POSTING

JOB TITLE: Student Support Specialist

REPORTS TO: Building Principal/Superintendent

JOB FUNCTION: The Grades PK-5 Student Support Specialist will provide support for students who struggle behaviorally and impact their learning or the learning of others. This position will provide support for teachers and other staff to help them in their relationships with all students. The Student Support Specialist is a 204 day position.

DISTRICT DESCRIPTION: Baldwin Community Schools is a small school district in Lake County, serving approximately 500 students. The district features a diverse population and provides many supports for students, including reduced class sizes, student support specialists, and social and emotional support services. The school district offers a competitive salary schedule, several benefit plan options, and a retirement plan. The vision of Baldwin Community Schools is, "Preparing Students for the Promise of Tomorrow."

DUTIES AND EXPECTATIONS:

Duties —

1. Coach and work with teachers and staff members
2. Supervise student discipline--investigating and assigning consequences as needed
3. Understand and respond to the challenges presented by today's diverse population
4. Work with staff on goals for student behavior
5. Develop interventions for students with staff, student, and families
6. Collaborate with teachers, students, parents, ESD staff, etc.
7. Manage and report behavioral data
8. Provide MTSS and PBIS training to staff



This individual —

- Persists in accomplishing objectives despite obstacles and setbacks.
- Has a track record of meeting and exceeding goals successfully
- Pushes self and helps others achieve results
- Sets aggressive goals and has high standards
- Pursues everything with energy, drive, and the need to finish
- Persists in the face of challenges and setbacks
- Always keeps the end in sight; puts in extra effort to meet deadlines

Essential Competencies —

- The skill and willingness to leverage the student support network to ensure that students' social, emotional, nutritional and health needs are addressed
- The skill to implement a tiered system of instruction within the classroom to meet the needs of all students
- The competence to collect and analyze data to inform decisions
- The strong desire and ability to foster outstanding student achievement results in a short amount of time
- The strong desire and ability to build meaningful, caring relationships with students in order to exert academic influence

Qualifications — The minimal qualifications of a person in this role:

1. Bachelor Degree in Education with a preference of a Master's Degree in School Counseling, Special Education, Curriculum, Educational Leadership, or similar field.
2. A willingness to learn and understand the tenets of the Mi Excel Blueprint process and installation.
3. Previous experience as a teacher, counselor, or principal.
4. A thorough understanding of the MTSS and PBIS processes and a willingness to teach those processes to others.
5. The ability to communicate through superior written and oral communication.
6. The ability and desire to work on multiple projects with multiple deadlines in an efficient, accurate manner.
7. The skill to research effectively, including the use of the Internet for research, knowledge of Google Applications, MicroSoft Word/Office, PowerSchool, SWIS, and other educational software and programming.
8. The willingness to make sound educational decisions within given parameters.



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9. The willingness to be courteous and professional at all times.
 10. The desire to maintain a positive working relationship with faculty, staff, board members, parents, students, and the community.
 11. The skill to be a respectful, positive role model.

Please send **ONE PDF** file that contains a cover letter, resumé, three references, and all appropriate credential information to jobs@bcsdmi.com. The position will remain open until it is filled. Any questions can be directed to JaNel Williams, Human Resources Specialist at 231-745-4791.