

## **Communities in Schools Student Support Specialist**

### **Job Description**

#### **Qualifications**

1. Bachelor's degree (or higher) in Social Work, Counseling, Psychology, or Education from an accredited college or university, and
2. Current West Virginia Social Work License (preferred), West Virginia Licensed Professional Counselor License, School Psychologist licensure, or WV teaching certification (5 – Adult).
3. Training and experience working with at-risk student population.
4. Trained or willing to be trained in:
  - a. Communities in Schools Model
  - b. Youth Mental Health First Aid
  - c. Handle With Care
  - d. Trauma Informed Schools
  - e. Positive Behavior Supports and Intervention
5. Ability to communicate effectively, foster positive relationships, and work collaboratively with students, school personnel, parents, and agency partners.
6. Competent with Microsoft products and Internet search engines.

**Immediate Supervisor:** School Principal

**Employment Term:** 200 Days

#### **Duties and Responsibilities:**

1. Establish and facilitate a school support team to implement all components of the CIS Model (needs assessment, planning, site coordination, integrated student supports, case management).
2. Coordinate/conduct the annual needs assessment process for the collection and analysis of all data required for the CIS Model. Collect and maintain student information consistent with the Family Education Rights and Privacy Act and WV State Board Policy 4350.
3. Develop and implement the CIS school support plan, ensuring alignment with the school's strategic plan goals.
4. Coordinate the delivery of supports and services that are based on research-based best practice and are aligned with identified needs and goals.
5. Process referrals and provide case management/service coordination for at-risk students.
6. Monitor student progress and adjust individualized student services to maximize student outcomes.
7. Utilize the Communities in Schools Data Management System (CISDM) to collect and maintain data and ensure fidelity to the CIS Model.
8. Prepare and submit school, district, and WVDE required reporting.

9. Utilize a continuous quality improvement process for needs assessment, planning, implementation of a tiered support program, monitoring/adjustment and evaluation.
10. Provide services and resources for students and families to foster academic, behavioral, and social-emotional progress.
11. Initiate referrals and linkages to other agencies/institutions, as appropriate to foster post-secondary education, employment, and independence.

**Knowledge:**

1. Knowledge of human growth and development.
2. Knowledge of federal and state laws and regulations relating to social problems, suicide prevention, mandated reporting of abuse and neglect, and collection, maintenance and disclosure of student information.
3. Knowledge of community resources available for to assist parents in accessing available programs and benefits.
4. Ability to establish satisfactory working relationships with student, families, agency personnel and public officials.
5. Ability to provide professional development and parent training.
6. Ability to maintain a high level of confidentiality and professional ethics.

---

Jackson County Board of Education

Adopted July 6, 2020