

## **Community School Engagement Specialist (CSES)**

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

#### **Support Students and Families:**

- Serve as initial point of contact for students and families in order to access services
- Identify problems and situations interfering with ability of children to be successful in education setting
- Advocate for appropriate access to schools for human services, behavioral health services and medical health services
- Educate on available resources and supports available within the school and community
- Serve as a liaison between school, home, and community service providers:

#### **Implement Screening and Assessment:**

- Mental health screening
- Social determinants of health (i.e housing, food instability, transportation)
- Provide comprehensive, diagnostic evaluations of students suspected of being emotionally impaired and collaborate with educational planning and placement committee in the determination of eligibility
- Serve as member of diagnostic team and educational planning and placement committees

#### **Refer and Link students/families to needed supports and services**

- Make referrals for services
- Connect families/students to services
- Help families navigate system processes and protocol such as education, mental health, social services, human services, healthcare)

#### **Develop Partnerships with Community Partners:**

- Coordinate, community resources and supports within, and outside, the school system for use by students, families, and school personnel
- Foster communication between all parties

#### **Support School Staff and Building Goals:**

- Serving on school/district Whole Child team to assess building/district need, identify and develop strategies, and evaluate progress of whole child framework components
- Support schools in implementation of professional learning around whole child factors (i.e trauma, Youth Mental Health First Aid, Social and Emotional Learning, etc.)
- Meet regularly with building leadership and staff to review and address needs
- Participate in school improvement planning process

#### **Assist in implementation of:**

- Student Study Teams to assess needs of identified students, determine strategies to meet need, monitor progress, and evaluate outcomes
- Support implementation of MTSS tiered interventions along with positive behavior supports and integration of additional support services

#### **Collect Data and Monitor Progress:**

- Collect data related to need, referral, outcomes, etc
- Assist building/district staff in collection, reporting, and use of pertinent data
- Document and monitor student progress

**SPRINGPORT PUBLIC SCHOOLS**  
**Parents & Schools: Partnering to Improve Student Success**  
**Community School Engagement Specialist (CSES) Support**  
**OPT-OUT Form**  
**(Complete ONLY if you DO NOT want services)**

Dear Parent/Guardian,

You play the biggest role in your child's life, know your child the best, and serve as their best advocate. If you notice your child is struggling academically, behaviorally, emotionally or socially, please don't hesitate to contact the school so we can work together in their success.

Our school offers several different types of assistance to ensure that our students are safe, healthy, challenged, supported and engaged. One important part of our support team is our **Community School Engagement Specialist (CSES), Meg Kloeckner**. She is available to help identify needs of students or families that may be impacting academic success and overall well being and help students and families get connected to resources.

Mrs. Kloeckner can provide a number of supports that include, but are not limited to:

- **Screening** to identify signs of emotional or mental health concerns, substance abuse, or other barriers to learning
- **Help in Identifying** social and/or health needs that may be impacting attendance and academic success
- **Meeting** with you, teachers, and/or other school staff to identify strategies and develop a plan to address concerns
- **Support in navigating systems and connecting** you and/or your child to community resources to meet needs

We also partner with community agencies and organizations to provide additional support and services on site or in the community to help meet student needs. If additional help is needed, Mrs. Kloeckner will work with you to get your child connected to those services and supports.

*If you **DO NOT** want your child to participate in this support without further consent, please sign and return this form to the school office.*

If you should have further questions please contact Tammy Kuntz, Elementary School Principal 517-857-3465, Tanya Newland, Middle School Principal 517-857-3445, Chris Kregel, High School Principal 517-857-3475.

I **DO NOT** want my child to participate without further consent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name