



Job Title: **Student Support Specialist**

Department: **Student Support Services**

Supervisor: **Director of Student Support Services**

Lane Placement: **Licensed**

Schedule: **8 hours/242 days**

Evaluation Group: **CTESS-Spec**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

Under the direction of the Director of Student Support Services, the Student Supports Specialist serves as a member of the Student Support Services team, with a focus on providing direct services to students and the implementation and monitoring of intensive disciplinary supports, through District Level Hearings and 504 plans. This position also works with Department teams to promote equitable and culturally responsive interventions as appropriate.

## **ESSENTIAL FUNCTIONS**

- Act as the facilitator for all District Level Hearings by preparing materials, facilitating hearings, creating and tracking letters and parent/school communication to support student academic, attendance, and behavioral success.
- Monitor the progress of all 504 students, providing necessary supports to students needing academic and non-academic school-related supports, serving as a daily resource to building administrators and teachers regarding section 504 issues, and tracking compliance using the Department's electronic reporting database system.
- Handle highly confidential and sensitive information.
- Under the direction of the Director of Student Support Services:
  - Participate as a member of the Crisis Team.
  - Develop outreach presentations regarding NCAA requirements and opportunities in higher education.
  - Organize and conduct District and school level parenting intervention and prevention events, as determined by need and Board Rule/Utah State Law, and in conjunction with the Comprehensive Counseling Program Coordinator.
  - Perform special assignments as directed/assigned.
- Assist the Comprehensive Counseling Program Coordinator as needed with additional counseling projects, such as the creation and distribution of the Course Catalog, Credit Guidelines, and other District counseling projects.
- Assist the Student Support Services Team to promote positive behavior and youth activities such as: Middle School intramural activities, city partnership youth nights, Canyons Healthy Living etc.
- Provide outreach for individualized counseling supports to students who are experiencing personal, academic, or behavioral concerns, as needed, including tracking Planning for College and Career Readiness for students assigned to alternative settings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Evidence of Master's degree in counseling, educational leadership, judicial affairs, student affairs, or field related to the primary responsibilities of the position and (3) years of relevant experience.
- Requires a valid Professional Educator License for the State of Utah.
- Must be skilled in working with diverse groups, building consensus and maintaining focus on student needs.
- Requires ability to communicate clearly orally and in written form.
- Must be able to take initiative, work independently, be flexible and be a collaborative team player.
- Must demonstrate highest standards of integrity, professionalism and respect for others.
- Experience working with diverse populations.
- Demonstrated knowledge of Canyons School District policies and procedures.
- Demonstrated knowledge of federal and state regulations pertaining to public education including Title IX, Title II, FERPA, and HIPPA.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires ability to operate motor vehicles.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_ HR \_\_\_\_\_

Effective date: 6/10/2020