



Leadership • Collaboration • Support

JOB TITLE: Student Support Specialist

CSEA Salary Schedule, Range 52

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Participates as a member of the educational team. Provides case management and intervention support services for students and families referred to the County Office of Education's program.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license.
- Possession of one or more of the following: Master of Education or Master of Social Work, or Master of Science in Counseling: Marriage, Family and Child Counseling, or School Counseling, or Master of Arts in Psychology (Pupil Personnel Services credential preferred).
- Two years of related experience in social work, probation work, counseling and case/behavior management, individual and group support services, and group dynamics, or equivalent combination of education and experience.
- Experience in managing and diffusing multiple stress-inducing outbursts by students and parents.
- Experience in providing support in conflict resolution and life skills to students and families.
- Experience in establishing and maintaining effective and productive working relationships with a diverse range of people that can include, but not limited to, county office personnel, school district personnel, outside agencies, students, and parents.
- Experience in creating and implementing social-emotional educational support interventions in a school setting.
- Experience in coordinating services with the Juvenile Court, Probation Department, Child Welfare Services, school districts, school sites, group/foster home providers, and other community and governmental agencies, as it relates to the social and emotional needs of the student.

- Experience in preparing and delivering oral presentations, statistical records, and written reports.
- Ability to understand and communicate effectively with other cultures.
- Experience with computer literacy skills related to statistical reports such as database, spreadsheets, Power Point, Excel and Word.

EXAMPLES OF DUTIES

- Recruits, screens, and processes intake referrals for intervention services, and provides individual case management.
- Conducts home visits and meets with parents/caregivers to explain services and obtain consent. Explains to parents and students the policies and regulations that will be enforced.
- Coordinates services with the Juvenile Court, Probation Department, Child Welfare Services, school districts, school sites, group/foster home providers, and other community and governmental agencies, as it relates to the social and emotional needs of the student.
- Consults with teachers and other school staff and administrators regarding the student's social/emotional needs, as it relates to educational intervention services.
- Supports wrap-around services (family and community-based support services) for identified students' families with a variety of community agencies.
- When appropriate, acts as part of an IEP team member to provide information about a student's current level of performance, and makes suggestions for appropriate goals and objectives.
- Works as part of a team making decisions and recommendations for student services and support.
- Plans, organizes, and prioritizes own work to meet deadlines and accomplish tasks within established timelines.
- Prepares comprehensive narratives, statistical reports, oral presentations, and case management files, as well as maintaining files in a confidential manner. Records and documents case management files.
- Assures continuing awareness of regulations, laws, and codes relevant to services provided.
- Establishes contact with relevant governmental and community-based agencies.
- Informs community of available programs.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of the Educational Services Department.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)