

JOB DESCRIPTION

Position Title: Student Support Specialist	Status Non-exempt 37.5 hours/weekly 10-months
Managed by and Reports to: Program Coordinator, Student Support Coach, and Project Director	
<p>Position Overview: Responsible for overall case management at a specific grade level. The Student Support Specialist will use the CIS Student Support Standards to address needs of identified youth, connect students and families to community resources, and help coordinate school-wide services.</p> <ul style="list-style-type: none"> • Assist in coordinating full implementation of the CIS Model based on TQS 2.0 Student Support Standards • Collaborate with school staff to assess, identify and prioritize student needs • Assist in the implementation of the CIS School Support Team • Assist in developing a comprehensive School Support Plan for Tier II and III services • Develop a Student Support Plan for all case managed students based on each student's individual needs assessment • Ensure that established goals in School Support Plans and Student Support Plans align with Attendance, Behavior, Coursework and/or Parent Involvement outcomes • Participate in personal and professional development, including CISG and National CIS training, according to professional development plan • Provide overall case management to identified students and deliver evidence-based support services, based on assessed student and schoolwide needs • Engage parents and families in appropriate activities that address identified needs • Regularly and systematically collect data on the Student Support Plans and enter into CISDM according to deadlines • Ensure that CIS has been granted written consent from parents or legal guardians to provide services to all students receiving Tier II and III support services • Monitor the ABC progress quarterly, adjusting services as needed to maximize likelihood of students successfully achieving their goals • Record details of monthly check-in in CISDM • Complete quarterly the Monitoring & Adjusting Report in the Student Support Plan • Present the CIS mission, vision and initiatives within the community as needed • Assist with recruiting and referring community volunteers as needed • Match families to community resources beneficial in improving students' individual needs • Submit in writing (2) success stories monthly • Adhere to EWRS protocols <p>Requirements:</p> <ul style="list-style-type: none"> • Perform other assigned duties as necessary for the successful delivery of services • Ability to see, hear, speak and travel • Must be able to lift 20 pounds • Must possess a valid South Carolina driver's license and insurance 	
<p>Necessary Skills:</p> <ul style="list-style-type: none"> • Demonstrated passion and commitment to students, families and the community • Excellent verbal and written communication skills 	

- Public speaking and presentation skills
- Strong project management skills
- Must be able to prioritize and handle multiple tasks, completing assignments in a thorough, accurate and timely manner
- Ability to perform required project tasks independently
- Ability to work in a team atmosphere
- Ability to work across teams and with multiple supervisors, both on and off-site

Required Education/Experience:

- Bachelor's degree in social work, education, social services, public administration or related field is required
- 2 years of applicable work experience in the education or social services field
- Sensitivity to and strong concern for the needs of children, youth and their families
- Technologically proficient in all office technology systems including spread sheeting, word processing, email
- Some positions require the candidate to be fluent in both Spanish and English and will be listed as such in the announcement