



Internal/External Job Posting

Position: At Risk Student Support Specialist
Classification: Salaried
Terms: 2018-19 School Year
Salary: Commensurate with experience
Position Begins: 2018-19 School Year
Posted: June 27, 2018
Closing Date: July 11, 2018

Montague Area Public Schools has an open position for an At Risk Student Support Specialist at the elementary level.

Education:

- Bachelor degree from accredited college or university
- Must be qualified and hold valid Michigan certification (Counseling endorsement preferred)
- Master's degree in counseling with course work in such areas as career guidance, principles of guidance, individual and group counseling techniques, and positive behavior systems (preferred)

Experience:

- Previous successful experience working with children at the appropriate grade level preferred

Responsibilities:

See attached job description

Applicants:

Interested candidates should send a letter of interest, 3 letters of reference, transcripts, proof of highly qualified status, and copy of a valid Michigan certificate to

E-mail: humanresources@mapsk12.org

Or Mail:

Amanda Foster, Human Resources Coordinator
Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

The District has adopted the policies of Title IX regarding sex discrimination. Montague Area Public Schools is listed as an equal opportunity employer

MONTAGUE AREA PUBLIC SCHOOLS JOB DESCRIPTION

JOB TITLE: At Risk Student Support Specialist

REPORTS TO: Principal

SUPERVISES: Not Applicable

GENERAL JOB FUNCTION: He/she strives to help maximize student's educational attainment and environmental adjustment by providing counseling and guidance to promote safe and healthy students. He/she must maintain a professional and friendly demeanor in working with children and staff.

EDUCATION REQUIREMENTS:

- Bachelor degree from accredited college or university
- Must be qualified and hold valid Michigan certification (Counseling endorsement preferred)
- Master's degree in counseling with course work in such areas as career guidance, principles of guidance, individual and group counseling techniques, and positive behavior systems (preferred)

QUALIFICATIONS:

- Previous successful experience working with children at the appropriate grade level preferred

ESSENTIAL JOB FUNCTIONS:

- Evaluate students' academic and behavioral progress
- Provides support services for students in the areas of academic programs, team teaching, registration/scheduling, course planning, school rules and other matters
- Provides personal counseling for students, families and groups to help them learn greater self- understanding, acceptance of responsibility and better decision-making skills
- Provides group counseling for interaction, communication and support skill development
- Supervise eligible students in classrooms and school buildings
- Create and maintain student records, and prepares reports relative to the work
- Maintain order in a consistent, firm and friendly manner. Apply school rules and procedures in disciplinary situations
- Practice confidentiality and discretion on job related subjects and especially in regard to student records
- In order to improve and maintain professional competence they participate in professional educational opportunities
- Participate in individual student staff/data meetings/student support team meetings when deemed necessary
- Be regular in attendance
- Other duties as assigned
- Ability to demonstrate:

- the strong desire and ability to build meaningful, caring relationships with students
- the skill and willingness to leverage the student support network to ensure that students' social, emotional, nutritional and health needs are addressed
- the ability to collaboratively create and execute clear, logical instructional plans that produce strong results in student learning
- the commitment to coordinate instruction within and across grade levels
- the aptitude to discuss subject specific content instruction and the drive to try out new ideas to improve student learning
- the capacity to align curriculum, instruction and assessments while responding to the individual needs of students
- the competence to collect and analyze data to inform instructional decisions
- the ability and desire to design and utilize formative assessments to modify and adjust instruction on a daily basis
- the skill to implement a tiered system of instruction within the classroom to meet the needs of all students
- the ability to help create and thrive in a professional environment that is one of mutual respect, teamwork, and accountability
- the ability to seek out knowledgeable peers, coaches or administrators for instructional support in the never ending quest to deliver the vision of high quality subject-specific instruction in every class period every day

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 50 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is performed in MAPS school buildings.

EVALUATION:

The At Risk Student Support Specialist is evaluated by the Principal.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.