

### JOB DESCRIPTION

Title:	Student Support Provider	Reports To:	Site Administrator
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	180 Days
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential	<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 30 <input type="checkbox"/> CSEA 860	

#### **GENERAL SUMMARY OF DUTIES:**

Under general supervision of the principal or site administrator, the Student Support Liaison serves as a liaison between the school, student's home, and community organizations in matters relating to the attendance, behavior, or the educational needs of the student; works with students and families to address truancy and other barriers to school success; assists in the monitoring of student attendance, including active supervision of the campus before and during school hours; uses excellent oral communication and interpersonal relationship skills to advise students and support changing behavior; performs related duties as assigned.

#### **DUTIES OF THE JOB:**

This description reflects the principal job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Monitor, interact with, and supervise students on campus before, during, and after school hours to motivate and support consistent attendance, education, and positive behavior.
- Assist Site Administrator with potentially volatile and hostile situations involving students and others.
- Present before, during, and after instructional hours to monitor and supervise students and assist families and community visiting the campus. *E*
- Discuss with students pro-social behavior, including communication skills, anger management, and problem solving. Refer students to academic and/or approved personal counseling as needed. Liaison with counselors and other support providers to overcome barriers to student participation. *E*

*\*E – Essential Function*

- Schedule, participate in, and manage conferences between parents/guardians and school personnel as requested by site administrator and/or staff. Communicate (in person and by phone) with parents/guardians to discuss student-related problems, concerns, and possible solutions to address, resolve, and correct truancy and other behavior issues. *E*
- Participate as a member of the school's support team, attend meetings to gather and share information about students. Follow all applicable laws, District and site policies regarding confidentiality and reporting. *E*
- Seek information and understanding of the student's home and community background and the relationship of this background to the student's performance in the school. Promote and encourage parent participation and attendance in school activities. Provide resources to help families support their students social/emotional needs, motivate them to improve attendance and behavior issues. *E*
- Work with identified students and families to investigate and provide possible solutions, options, and/or referrals to meet individual needs. Identify and develop relationships with support agencies. Work closely with law enforcement and social service agencies on behalf of students. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. *E*
- Assist administration with special projects, surveys, and reports as assigned. Perform technical work related to the collection and documentation of student attendance and participation in support services. *E*
- Perform other related duties as assigned by the supervisor.
- Participate in available training to meet new safety and/or technology standards. *E*
- Assist in disaster and safety plans. *E*

### **KNOWLEDGE AND SKILLS:**

- Knowledge of interviewing techniques for adolescent students.
- Knowledge of truancy laws and regulations and campus policies regulating acceptable behavior and conduct.
- Knowledge of state and local laws, rules, and regulations relating to student attendance and transfers.
- Ability to engage in appropriate and professional interpersonal communications to effectively communicate with families of various socio-economic and cultural backgrounds.
- Knowledge of and ability to effectively interact with welfare authorities, juvenile authorities, and social service agencies.
- Possesses basic computer skills: starting up, navigating home screen, understanding of how applications and data are stored, starting and using applications, using web browser to research information.
- Ability to read, write, and orally communicate effectively in English, including correct usage of grammar, spelling, punctuation, and vocabulary.
- Knowledge of effective community relations techniques and principles.
- Ability to create and maintain accurate files.
- Ability to positively interact with diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District staff, students, and families.

*\*E – Essential Function*

- Ability to utilize student information technology.
- Ability to plan and organize work; meet deadlines and maintain schedules.
- Ability to operate a computer to enter data, maintain records, and generate reports.
- Ability to work independently with little direction and carry out assigned work with minimal supervision.
- Knowledge of current school policies and programs and ability to accurately explain them to students and families.
- Ability to exercise independent judgment and critical thinking skills in emergency situations and implement an effective course of action.
- Ability to perform under demanding and varied working conditions and to remain flexible and focused during interruptions and distractions.

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent.
- Experience working with large groups of school age students.
- Experience in counseling, education, recreation, or closely related field in work with students of different cultural and ethnic backgrounds.
- Possess First Aid certification or take and pass First Aid/CPR training within first six (6) months of employment.
- Possession of a valid California Class C driver's license.

#### **DESIRED QUALIFICATIONS:**

- Bilingual desired: Spanish, Chinese, or Tagalog.

#### **SUPERVISES:**

N/A

#### **PHYSICAL REQUIREMENTS:**

Frequency Key: **N**one; **O**ccasional; **I**ntermittently; **F**requently.

Activity	Frequency		Activity	Frequency
Bend	<b>I</b>		Lift/carry 0-10 lbs	<b>F</b>
Twist	<b>I</b>		Lift/carry 11-25 lbs	<b>I</b>
Squat	<b>I</b>		Lift/carry 26-40 lbs	<b>I</b>
Kneel	<b>I</b>		Lift/carry 41-100 lbs	<b>N</b>
Climb	<b>I</b>		Stand	<b>F</b>
Reach above shoulder	<b>I</b>		Walk	<b>F</b>
Grip/Grasp	<b>F</b>		Sit	<b>I</b>
Extend/Flex Neck	<b>I</b>		Drive	<b>O</b>
Use Dominant Hand	<b>F</b>		Perform Repetitive Hand Motions	<b>F</b>
Use Non-Dominant Hand	<b>F</b>		Keyboarding/Mouse Work	<b>O</b>
Ability to See	<b>F</b>		Ability to Hear	<b>F</b>

*\*E – Essential Function*

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.

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