

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Student Support Specialist

Department: Instructional

Calendar: 260 days

Grade: Teacher Salary Schedule

Job Description

Date Reviewed: November 2022

Reports To: Director of Accountability

Purpose of Job

The purpose of this job is to assist in supporting the work of the Accountability Team, District 504 Coordinator, District Lead Counselors, and Foster Care students while serving as liaison between instructional team, accountability team, administrators, teachers, students, and visitors.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Duties require assisting the Director of Accountability and District 504 Coordinator with supporting building testing coordinators, building Section 504 Coordinators, afterschool program leads, counselors with college and career program trainings, and Student Advisory/Focus group. Trainings include dissemination of student support program policies and procedures.
- Serve as the district Foster Care Liaison attending necessary BID meetings.
- Utilizes Power School, Microsoft Word, Excel, Power Point, MUNIS, Canva, Performance Matters, Fast Bridge, Instructure, Livebinder, SchoolNet, PearsonAccess, TCAP Visibility Tool, File Maker Pro, Various Web Browsers, (Safari, Fire Fox, Chrome, and Internet Explorer) and e-mail to support instruction, assessment, student support services, and K-12 at-risk/afterschool programs' needs.
- Utilizes web-based data management, student information (SIS) and curriculum sites (Power School, Easy 504, SchoolPLP, Performance Matters, and Rosetta Stone).
- Provides assistance to principals, teachers, counselors, senior leadership team, senior instructional team on working with data management systems, student information systems, and virtual learning systems.
- Provide assistance to the Lead Counselor with school master schedule trainings and support.
- Provide assistance to the FIT Team with addressing student supports around the Mental Health Co-op and Foster Care needs.
- Maintain confidential records regarding referrals made to DCS and mobile crisis. Follow-up with district personnel to offer further resources and supports as needed.
- Manage EdPlan operations for Section 504 Service Plans and school based 504 Coordinators.
- Maintains accurate student information for district, schools, at-risk and afterschool programs as required.
- Input data into Excel Spreadsheet or comparable database for student programs as required.

- Create and design brochures and other multimedia for counseling programs, Section 504 documents, and other related items.
- Sets up and types from copy or rough draft letters, memoranda, or other materials.
- Assembles materials, composes, and types, emails, and faxes routine correspondences, reports, and other materials.
- Operates several types of standard office equipment including portable scanners and iPads. Works with and familiar with both the PC and MAC operating systems.
- Provides a variety of routine information to the public on request through telephone, email, and in-person correspondence.
- Greets visitors, ascertains nature of business and conducts visitors to appropriate person.
- Establishes and maintains a filing system for various types of records, forms, and correspondence and student support materials.
- Assists staff as required in making arrangements for meetings, scheduling appointments, setting up transportation plans for events and travel plans for programs, etc.
- Answers telephone and provide information or direct calls/messages to appropriate personnel.
- Makes purchases with CMCSS credit card for events, trainings, in store and online ordering. Prepares and submits purchase orders and check requests and submits to vendors.
- Assists with various grant activities to include maintaining data, ordering materials and equipment, organizing and setting up events.
- Completes work requested by Instructional Team and Supervisors such as typing, phoning, emailing, copying, faxing and delivering materials.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education required. A valid Tennessee Teacher's license.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Assistant III Student Support Specialist has general knowledge of attendance, enrollment, assessment, descriptive and inferential statistics and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have proficient organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature**Employee's Munis Number****Date**