



Office of Talent

TITLE: Administrative Support-1, Student Success Coordinator

DEPARTMENT: Office of Schools and Learning

REPORTS TO: Principals

RECEIVES GUIDANCE FROM: Senior Leadership and Academic Teachers

BASIC FUNCTION (BF1): Assist and support academic teachers and building principals in the instruction, supervision, and attendance of at-risk and behavior focused students to foster continued growth and success. This could include general education, special education, and work/community settings.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-12)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district vision
 - a. Engage
 - b. Inspire
 - c. Empower
2. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
3. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
4. Exhibits effective communications skills
5. Effective outcomes in providing students behavioral and socio-emotional support
6. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
7. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
8. Prompt and regular attendance
9. Animated hospitality approach to students, parents, colleagues, and stakeholders
10. Demonstrate confidentiality as needed and required
11. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
12. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-18):

Demonstrated Experience or Willingness to Acquire Skills

1. Maintain confidentiality
2. Assist classroom teacher with educational activities
3. Support, assist, mediate, and provide interventions for unexpected student behaviors
4. Provide direct support of students with behavior contracts, behavior intervention plans, and safety plans
5. Take direction and guidance from teachers and building principals
6. Maintain students' daily behavior/academic documentation
7. Provide direct support to at-risk and behavior focus students in a variety of settings
8. Prepare and organize instructional materials and equipment
9. Utilize best-practice academic strategies for at-risk and behavior focus learners
10. Ability to work with students at all academic, social, and performance levels
11. Assist in maintaining a safe and orderly instructional environment
12. Supervise lunchroom, playground, halls, classroom, detention, and other assigned areas
13. Clarify and reinforce teacher directions and expected campus behaviors

14. Participate in I.E.P. meetings as required
15. Assist with instruction and associated duties in the community setting as required
16. Provide students with educational academic and behavior supports
17. Under teacher direction, implement specific strategies to maintain/increase appropriate and deescalate inappropriate behavior
18. Facilitate parent communication as needed

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, and working indoors. There will be frequent bending, stooping, reaching/pushing/pulling, extreme temperatures/humidity, and lifting of 50 pounds. There will be occasional sitting, climbing/stairs, driving, carrying of 25 feet, manual dexterity tasks, and working outdoors

KNOWLEDGE AND EDUCATION (KE1-6 and KED1-3):

Required:

1. High School Diploma or G.E.D.
2. Ability to relate to students who are at-risk
3. Ability to carry out duties cooperatively with others
4. Oral and written communication skills.
5. One of the following: (1) 48 credit hours' post-secondary education, or (2) associate's degree or higher, (3) paraeducator certification from Board of Educational Examiners, or (4) National Career Readiness Certificate (NCRC)

Desired:

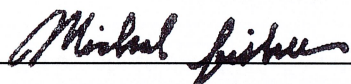
1. Successful work or volunteer experience with a diverse population
2. Supervisory experience with school age children
3. Successful work or experience with at-risk students
4. Four-year degree is preferred
5. Experience working with at-risk students

POSITION INVENTORY: Classified

FLSA STATUS: Non-Exempt

FT/PT: 187 days FT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



* Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date: 06-03-2020

Last Reviewed: 06-02-2020

Teach Iowa ID:66718

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein