

WINOOSKI SCHOOL DISTRICT
Job Description: STUDENT SERVICES ASSISTANT

Date Approved/Updated: March 12, 2014

Location: District Wide

Job Group: Support Staff, Union

Reports To: Principal and /or his/her designee

Summary of Position Responsibilities: To improve school climate and student academic performance by focusing on student behavior and attendance through consistent application of school rules, procedures and policies.

Essential Duties and Responsibilities:

1. Provides a positive and preventative approach to office level student discipline for all students in assigned grades:
 - a) Meets with students and teacher to determine the circumstances surrounding student behavioral issues. Assists in developing classroom procedures which will address student behavior according to the administratively prescribed model of behavioral intervention.
 - b) Assigns appropriate consequences to students.
 - c) Tracks behavioral interventions on a daily basis and prepares monthly reports for principal.
 - d) Provides support for teaching staff related to the consistent application of school rules and procedures according to the administratively prescribed model of behavioral intervention.
 - e) Communicates with parents, teachers and other school personnel regarding student attendance and disciplinary issues.
 - f) Ensures that individual teacher's and the school's planning room setting is properly supervised.
 - g) Refers chronic behavioral problems to the principal, guidance counselor, or other appropriate personnel.
2. Maintains an effective attendance accountability program for all students:
 - a) Coordinates with guidance regarding students on attendance/absence list(s), informing of student tardiness and absence, and truancy issues.
 - b) Requires prompt and regular data from faculty and staff and provides appropriate feedback (such as prior written plans, etc.).
 - c) Meets with students and staff as necessary on a daily basis to follow up discipline issues.
3. Coordinates actions with teachers, administrators, students, parents and community agencies.
 - a) Meets with the Educational Support Teams (EST) as needed.
 - b) Meets with the Coordinated Services Team as needed.
 - c) Refers parents/students to appropriate area service agencies as necessary.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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4. Develops effective community relations skills:
 - a) Demonstrates strong interpersonal skills with all members of the school community.
 - b) Ensures that teachers make regular contact with parents. Communicates and meets with parents as needed.
 - c) Works closely with all members of the school community to develop a safe and positive school climate.
 - d) Works with students and staff toward the development of an effective behavioral intervention program and trains new staff yearly.
 - e) Participates in appropriate training to improve performance.

5. Other as assigned by Principal. (Classroom support as well as other school programs and activities.)

Supervisory Responsibilities include:

interviewing hiring training appraising performance rewarding/disciplining employees addressing complaints and resolving problems planning, assigning, and directing work

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Minimum of Bachelor's Degree with a background in education, social work, or other youth related work preferred or an Associate's Degree with at least five years experience in education, social work, or other youth related work.

Certificates, Licenses, Registrations:

Language Skills:

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities:

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

<input type="checkbox"/> Standing	<input type="checkbox"/> Walking	<input type="checkbox"/> Sitting	<input type="checkbox"/> Lifting	<input type="checkbox"/> Carrying	<input type="checkbox"/> Pushing
<input type="checkbox"/> Pulling	<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping	<input type="checkbox"/> Kneeling	<input type="checkbox"/> Crawling
<input type="checkbox"/> Crouching	<input type="checkbox"/> Reaching	<input type="checkbox"/> Handling	<input type="checkbox"/> Fingering	<input type="checkbox"/> Feeling	<input type="checkbox"/> Talking
<input type="checkbox"/> Hearing	<input type="checkbox"/> Far Vision	<input type="checkbox"/> Near Vision	<input type="checkbox"/> Color Vision	<input type="checkbox"/> Depth Perception	<input type="checkbox"/> Repetitive Motion
<input type="checkbox"/> Eye/Hand/Foot Coordination					

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs	Frequently lifts up to	Frequently lift/carry up	Frequently lift/carry up	Frequently lift/carry up

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Walks/stands occasionally	10 lbs. Frequently walks/stands.	to 25 lbs.	to 50 lbs.	to 50 lbs or more.
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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

Exposure to weather
 Extreme heat
 Extreme cold
 Noise
 Dust, vapors, fumes
 Time constraints
 Public contact
 Deadlines
 Travel
 Inside work

Terms of Employment: Per Collective Bargaining Agreement, State and Federal Statutes and Board policies.

Compensation: As per Master Agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the procedures on Evaluation of Support Staff Personnel.

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