

Student Success Coach (part-time Grant-Funded)

2 positions

Description 2022-2023

Qualifications: Bachelor's or Master's Degree in social work, psychology, or related field

Performance Responsibilities:

- Provide social-emotional support for children using a trauma-informed lens
- Support program staff in social and emotional development of students
- Work directly with students
- Provide support and feedback to teachers and instructional assistants
- Provide after school services to preschool students
- Provide service to Head Start partnership students once a month
- Utilize referral sources and receive referrals as appropriate.
- Assists in the organization of a system of record keeping in a manner consistent with confidentiality statutes.
- Establish and maintain cooperative and effective working relationships with students, parents, school administrators and staff, partnership staff and administrators, and community service providers.
- Ability to relate to a cross-section of people on a professional basis.
- Operate a computer terminal and data entry techniques.
- Prioritize and schedule work.
- Learn, apply, and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and timelines.
- Takes all necessary and reasonable precautions to ensure the safety of students and staff.
- Maintains appropriate professional appearance.
- Works closely with grant coordinator to coordinate activities and assure compliance with grant and district reporting and evaluation requirements.
- Provide training regarding trauma- informed social and emotional learning and adverse childhood experiences
- Acquire appropriate training.
- Maintain records on all contact with students and families.

- Perform duties and responsibilities in a manner consistent with high professional ethics and courtesy.
- Maintain confidentiality of information regarding individual students and their families.
- Perform any other duties assigned by the Director of Special Programs, or the Superintendent of Schools.