



Columbia County School District Job Description

Position Title: Wrap Around Support Specialist		
Department: Student Learning	Evaluation Instrument: Performance will be evaluated annually by the in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Teacher Salary Schedule based on degree level and years of acceptable experience	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Associate Superintendent		

MINIMUM QUALIFICATIONS

Education: Georgia teaching (T) certificate in any field; or service (S) certificate in school counseling, social work or school psychology; or a leadership (L) certificate in educational leadership.

Essential Knowledge/Skills: Knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school; Knowledge and ability to analyze data and determine appropriate services to address identified needs; Ability to communicate effectively with youth, adults and community; Ability to analyze, develop, implement, and track intervention plans, strategies and services; Awareness and ability to seek the multiplicity of social services in the community to support students at risk of not graduating; Knowledge of alternative education opportunities, promotion requirements and graduation requirements; Ability to establish and maintain effective community partnerships; Leadership skills needed to support wrap-around centers at each school and mediate concerns between community partners and schools.

Experience: At least three years of successful experience working with students at any level, (middle and high school preferred) particularly with at risk students, and experience collaborating with community partners.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

Community Resource Support

- Seek new partnerships with community resources based on schools' need.
- Assign district partners to each school based on need.
- Mediate any contractual or management issues between community partners and schools.
- Initiate and review memorandums of understanding between district and community partners.
- Increase public awareness of services offered at schools.
- Seek financial support through grant applications and community resources.

College and Career Support

- Collaborate with high school and middle school directors to establish strategies by grade level for using YouScience results to guide career pathways.
- Develop business community job posting program for students seeking employment while in school.
- Coordinate the REACH (Realizing Educational Achievement Can Happen) Scholarship Program.
- Develop district events for colleges and local businesses to attend and recruit students.
- Coordinate military recruiter support at each school.
- Support college entrance exam preparation opportunities at school and district level.

Student Behavioral Support and Prevention

- Work collaboratively with hearing officer and principals to create and monitor implementation of restorative practices.
- Support school implementation of restorative practices.
- Collaborate with hearing officer to monitor discipline data and determine effectiveness of restorative practices.
- Facilitate professional learning for faculty to support students experiencing poverty and trauma as well as social emotional learning practices.
- Facilitate school-based training on climate and culture in the school and classroom

Center Management

- Set common expectations and outcomes for centers and monitor implementation.
- Create procedures for student induction and parent approval of services.
- Mediate issues between school administration and center staff.
- Facilitate induction program for all new students and families.

IMPORTANT NOTES**ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: 5/8/2018