



Job Title: Student Services Support
Administrative Liaison

Wage/Hour Status: 187 days Exempt

Reports To: Assigned Campus Principal

Pay Grade: Admin Professional Group 5

Dept. /School: Assigned Campus

Date Revised: 02/16/2018

QUALIFICATIONS

A Master's Degree from an accredited program in educational leadership

A valid Texas Administrative Principal's Certificate

At least three (3) years' experience in school administration

Background, leadership and training in Equity and Culturally Responsive Practices

Background experience or knowledge of trauma informed care and social-emotional learning standards

PRIMARY FUNCTIONS:

1. Assist principal in defining and communicating the mission, vision, values, goals and expectations of the total school program.
2. Assist the principal in the overall administration of the school, as determined by job description.
3. Adheres to, and complies with, all Board policies, regulations and operating procedures.
4. Direct campus student services in performing supervisory and administrative functions.
5. Provide scheduling alliance into counseling program as a resource for individuals and groups of students and parents.
6. Direct a program to orient new and returning BIC students to school procedures and the school's varied opportunities to adapt to HS community.
7. Counsel students and parents with respect to attendance, behavior, attitude, and/or disciplinary procedures (in tandem with the Assistant Principals) when necessary to reduce or redirect behavior.
8. Plan, implement and chart an effective system to monitor and intervene with students of chronic absence and tardiness.
9. Work in tandem with the school and district Title I representative, as programs provide the flexibility and adaptability to do so.

10. Direct and implement a multi-tiered system of support for students including the identification, follow-up, and referral of students with issues related to attendance, mental health and learning.
11. Collaborate with teachers, principals, and other school personnel in sharing information about a student plan for modification of student's social behavioral plan.
12. Conduct in-service workshops and training on suggested social, cultural programs for improvement/change of the school environment.
13. Coordinate referrals to school and community resources.
14. Act as an effective liaison with various offices and agencies within the community that may provide specialized or professional help to students and their parents in student conflict resolution.
15. Promote cultural competence, inclusive practices, tolerance, and respect for diversity in interactions with staff and the school community by example and through in services.
16. Communicate effectively, work cooperatively and interact positively with students, staff administration, parents, and community exercising courtesy, discretion, and self-control.
17. Maintain log on activities / interactions of mediations, arbitrations, negotiations and AP assigned students, as well as "walk – in" students, parents.
18. Collect data regarding campus discipline for students within SSS Admin purview and report on consistent schedule to principal or as often as is necessary.
19. Provide additional support to student body through systems of listening to and acting on (as appropriate) student suggestions of campus life improvement.
20. Support district 20 / 20 measure by sponsoring, coaching, mentoring, developing or implementing staff and / or student co-curricular opportunities.
21. Other duties as assigned.

ENVIRONMENT

This job is performed primarily within the Summit High School community with the occasional need to go to meetings outside the Summit community, meet with additional resource providers and/or to district schools.

PHYSICAL REQUIREMENTS

This is a light job which involves exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly, to move objects. This job involves sitting and standing, with a need to move about for significant periods of time. Reaching, handling objects and papers and fine manipulation are all performed frequently. Verbal and auditory communication are both frequently involved. Near acuity is frequently utilized.

OTHER WORKING CONDITIONS

Duties may require traveling to meetings and work assignments.

Duties may require prolonged use of a computer keyboard and monitor.

Duties may require working extended hours.

Duties may require working under time constraints to meet deadlines.

Potential for interaction with disruptive and/or unruly individuals.

The role or objective of the Student Services Support Administrator (SSSA) is to function as an educational leader who is committed to working both proactively and responsively to support the creation and maintenance of a safe, supportive climate focused on learning and success for all students.

Additional Notes on the SSSA Position

The SSSA oversees Student Service Support programs, as designated by the principal. These programs address the academic through social needs of students through campus-based initiatives. The goal of the Student Services Support Administrator is to work mutually with each assistant principal and counselor to ensure every student is successful at their home campus as individuals, part of a group (within the campus), chartering their citizenship within the school and in the community.

The SSSA is student-centered and provides student guidance and data on; influences of relational leadership, youth violence and prevention, income and home environment, basic academic skills - goal setting, language register diversity, cultural (gender, minority and group dynamics) issues, first-generation, low-income, disability designation and community obstacles they encounter. Provide principal information on support services and the Adaptive Schools and Non Violent Crisis Intervention program to lead and inspire staff, student and community toward positive school culture / climate / reputation.

As part of the effort to create a more personalized learning environment, the SSSA is a type of none punitive administrative liaison to students; which can coordinate with special education services while working collaboratively to support all students. Possibly provides support to the AP over truancy and the school resource officer, as assigned or necessary.

The SSSA assists students with guardianship issues, independent student declaration, intra-district transfers, inter-district transfers, and foreign exchange students. The administrator may also assist counselors with the School Age Parent Program which addresses the challenges faced as students deal with teen pregnancy. Educational support is provided for students as they deal with the transition from pregnancy, to birth and beyond.

The SSSA should have a willingness to teach and learn CPI / TBSI de-escalation / conflict resolution techniques to students (staff, if necessary); be compassionate and empathetic; Assist in organization and detail of student cultural events, as directed by the Principal, to build positive relationships with community; be technologically savvy; have a sense of humor; available for presentations or seminars to parents / students / staff on conflict / dispute resolutions and student development and attitudes – especially as it pertains to the school's cultural diversity.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.