ESP

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

SPECIALIST -- STUDENT SERVICES

JOB DESCRIPTION

JOB CODE:	610240, 610241	**BARGAINING UNIT ELIGIBILITY:**	Yes
FLSA:	Non-Exempt	**PAY GRADE:**	24
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

(1) High School Diploma or GED.
(2) Successful experience working with middle or high school students.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with students, parents, District/school staff, and administrators. Knowledge of developmental/behavioral needs associated with adolescents. Skill in handling student/parent concerns and emotional distress with sensitivity, courtesy, and tact. Ability to maintain files and records. Ability to maintain confidentiality. Ability to prepare notices and complete forms. Ability to communicate effectively both orally and in writing. Ability to utilize computer software programs and perform data entry.

REPORTS TO:

Principal/Designee

JOB GOAL

To provide student supervision in a highly structured classroom environment; assist students in learning to monitor and control their own behavior.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

*(1) Supervise students in a highly structured In-School Suspension classroom environment.
*(2) Monitor and assist students with teacher assigned work.
*(3) Initiate and maintain all required records for students assigned to the In-School Suspension program.
*(4) Communicate with parents regarding students' assignment to the in-school suspension program.
*(5) Work cooperatively with school personnel and community agencies to identify and meet the individual needs of students assigned to the in-school suspension program.
*(6) Supervise students assigned to study hall; morning, lunch, in-school, and after-school detention and other similar programs.
*(7) Serve as a student behavior resource for school personnel and parents as required.
*(8) Initiate and prepare all necessary correspondence related to the in-school suspension program.
*(9) Serve on school/district committees as required or appropriate.

SPECIALIST -- STUDENT SERVICES (Continued)

*(10) Adhere to applicable safety standards.
*(11) Attend all staff meetings and workshops.
*(12) Assist with maintaining a clean and orderly environment.
*(13) Be knowledgeable of and adhere to Board policies and departmental procedures.
*(14) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(15) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(16) Demonstrate initiative in the performance of assigned responsibilities.
*(17) Demonstrate support for the school district and its goals and priorities.
*(18) Exhibit interpersonal skills as an effective team member.
*(19) Follow attendance, punctuality and proper dress rules.
*(20) Maintain confidentiality regarding school/workplace matters.
*(21) Maintain expertise in assigned areas.
*(22) Manage time efficiently.
*(23) Model and maintain high ethical standards.
*(24) Participate in cross-training activities as required.
*(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(26) Prepare all required reports and maintain updated and accurate records.
*(27) Represent the District in a positive and professional manner.
*(28) Respond to inquiries and concerns in a timely manner.
(29) Perform other duties as assigned.
*(30) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 10

Adopted 8/2/11
Revised 1/19/24 (Salary Schedule)