

CORE Butte Charter School

JOB TITLE: Student Support Services Technician

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under the direction of the High School Director, provide support to students struggling academically and/or emotionally. In coordination with Personalized Learning Teachers and other school staff, work with students individually and in small groups to provide support to increase student achievement. Support School Counselor in meeting the needs of students struggling emotionally. Research and disseminate information on current mental health issues and strategies to support students.

SUPERVISOR: High School Director

Typical Duties

1. Hold open office hours throughout the week to support students struggling academically.
2. Meet with students individually and in small groups with students dealing with anxiety, depression, or other issues impeding academic progress.
3. Monitor student progress.
4. Collaborate with School Counseling Staff and School Psychologist to support students.
5. Research and disseminate materials on mental health issues and available supports to staff. Create materials and push in to Homeroom.
6. Collaborate with staff to increase awareness and support for students dealing with mental health issues.
7. Attend SST's as needed to support students who are struggling.
8. Participate in parent/teacher/student conferences as requested.
9. Teach scheduled classes at the resource center as appropriate.

Employment Standards

Knowledge of:

- Appropriate teaching methods;
- Human development and learning theory;
- Diagnostic techniques of student learning needs;
- Methods of assessing student performance;
- Uses of both standardized and criterion referenced tests to assess student performance levels;
- Effective teaching and critical thinking strategies;

Ability to:

- Communicate with individuals from varied educational and cultural backgrounds;
- Maintain accurate records in a timely manner;
- Meet schedules and deadlines;

- Integrate appropriate technology into existing curriculum;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively in both oral and written forms;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work flexible hours to attend staff trainings, enrichment activities and other duties as assigned by Executive or School Directors

EDUCATION, EXPERIENCE AND REQUIREMENTS

- Bachelor's degree or equivalent experience in the field of Social Work and/or educational support
- Valid Driver's license and proof of auto insurance
- TB test clearance;
- Criminal Justice fingerprint processing

Board Approval: March 10th,2017