



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Student Service Specialist - AES

**Department:**

Certified

**Unit:****Immediate Supervisor:**

Building Principal

**Grade Placement:**

Certified Staff Master Agreement

**FLSA Status:**

Exempt

**Job Summary:**

Under the direction of the Building Principal, the Student Service Specialist assists the Principal and Teachers in the daily operations of the school. Responsibilities include supervision of student behavior; intervention plans with students, teachers and families and teaching small groups in academics and social skills. The Student Service Specialist works with both special education and general education students.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides services related to student behavior management, including intervention, support, positive recognition and other activities.
2. Serves as an interventionist in the building. Help intervene with academics, behavior and social skills. During the intervention the student service specialist will communicate with students, teachers and families about the interventions needed for student success.
3. Teaches students one-on-one or in small groups for a period of time. Lessons will be in the area of academics or social skills. Leads small group Mindful Movement.
4. Works with both special education students and general education with interventions and supporting what is needed for student success.
5. Performs miscellaneous duties related to the position.
  - Supervises lunch and recess when needed.
  - Plans and organizes interventions for new students.
  - Offers intervention plans for teachers in the classroom.
  - Meets with parents for behavioral plans.
6. Performs other duties as assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- Bachelor's degree in Education

### **License/Certification Requirements:**

- MN State Teaching License

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of instructional and educational theories, trends, strategies principles and practices.
- Knowledge of child development theories, principles, and concepts.
- Knowledge of school cultures and values.
- Knowledge of Positive Behavior Intervention and Supports (PBIS).
- Knowledge of SPED and Sped Law.
- Knowledge of County attendance regulations.
- Knowledge of community resources, including social services and mental health.
- Knowledge of district procedures and policies governing building administration and management.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Ability to effectively interact and communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Skilled in student behavior management/disciplinary techniques and conflict resolution strategies.
- Skilled in information collection, decision-making and problem solving.
- Skilled in the writing of 504 plans.
- Skilled in organizational oversight.

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.