

**WARREN COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Student Support Coach Assistant **LOCATION:** Various Schools Within Division

JOB CATEGORY: Professional/Support **PAY SCALE:** Instructional Assistant Grade 6

FLSA STATUS: Non-exempt

IMMEDIATE SUPERVISOR:

Student Support Coach

Building Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

Provides assistance to the Student Support Coach in the management, instruction, and personal care of students; performs related tasks as required and directed; all work is performed under the direction and supervision of the Student Support Coach; however, the assistant may independently carry out particular aspects of the instructional program which include, but not limited to, activities outside of the normal school facility. Assists the Student Support Coach in providing social/emotional supports such as processing problems, planning goals and actions, and improving parent/school relationships.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but not limited to, the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information;
- Discusses assigned teaching area with Student Support Coach to coordinate instructional efforts;
- Assists in delivering instructions to students;
- Carries out instructional plans as designated by the Student Support Coach and if appropriate the students' Individual Educational Plans (IEPs);
- Assists students, individually and in groups, with lesson assignments to reinforce learning concepts;
- Maintains pleasant and orderly classroom environment
- Assists Student Support Coach in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff;
- Assists in ensuring the adequate supervision for students;
- Assists in ensuring the safe and proper physical movement of students from one learning environment to another, as requested;
- Assists in proper maintenance of students' records, under the supervision and/or direction of Student Support Coach and/or building administrator(s);
- Enhance learning interest and motivation to help students overcome learning difficulties so they may gain a sense of achievement and recover their confidence and interest in learning;
- Attends required meetings and in-services;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by Student Support Coach or building administrator(s) in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidate must possess the ability to develop and maintain an empathetic attitude toward students with disabilities; work cooperatively with others in a positive manner; willing to learn specialized instructional/management techniques with disabled students, as needed; willing to seek and maintain CPR and crisis intervention certification; ability to communicate and develop effective working relationships with students, parents, and staff.

EDUCATION AND EXPERIENCE

Education equivalent to graduation from an accredited high school or General Education Development Certificate (GED). Two years of college or higher, or a passing score on the Para-Pro Assessment preferred.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 30 pounds and occasional lifting of equipment, materials, and/or students up to 60 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other mechanical devices may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional attendance to parent conferences, building-level meetings and division wide meetings and training activities beyond normal assigned hours may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Physical contact with and/or possible exposure to bodily fluids may occur. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION

The building administrator(s), with collaboration from the Student Support Coach, will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

*This position is a grant funded position and is in place for the 2021/2022 and 2022/2023 school years.