

JOB DESCRIPTION

DEPARTMENT: MIDDLE SCHOOL STUDENT SUPPORT SERVICES

JOB TITLE: SUCCESS COORDINATORS (SFEA)
188 Days-Middle School (+ up to 3 add'l days)

REQUIREMENTS:

- A. Education Level:** Master's Degree in Counseling
- B. Experience Desired:** Experience in a behavioral treatment program or counseling children in a school or agency setting.
- C. Physical Requirements:** Constant eye-mind and eye-hand coordination, hearing; intermittent speaking, standing, walking, writing, bending and stooping. Frequent keyboarding and repetitive motions with wrists, hands and fingers.
- D. Other Requirements:** Experience in working with students at-risk of school failure, working with outside agencies for at-risk students, and developing intervention strategies to support student success.

REPORTS TO: Principal

RECEIVES GUIDANCE FROM: Principal, Coordinator of Student Support Services, Coordinator of Health Services

ESSENTIAL FUNCTIONS AND DUTIES:

1. Liaison person with counselor, social worker and other auxiliary or placement programs to transition students successfully into regular school programs.
2. Check and connect regularly with students in transition or assigned by school SAT Team.
3. Meet with students and meet with and/or communicate with parents to problem solve and discuss goals.
4. Liaison person to advocate for students with other staff members and parents/guardians.
5. Attend weekly attendance meetings with administrators, counselors, and social workers to target potential students with attendance issues.
6. Assist administration with the referral of students to Southeastern Behavioral Health for Risk/Threat Assessments.

