

# **POSITION ANNOUNCEMENT**

## ***Student Support Specialist***

Clare Public Schools

Clare, Michigan



*Home of the Pioneers*

The Board of Education of Clare Public Schools, Clare, Michigan, is conducting a search for a **Student Support Specialist**. The Board seeks to employ an individual who will actively support students, parents, and district personnel with engaging in strategies leading to increased mental, emotional, and social well-being. This individual will provide counseling services as well as facilitate access to community resources.

### **Application Procedure:**

Qualified candidates should submit the following items to Clare Public Schools via email: [apply@clare.k12.mi.us](mailto:apply@clare.k12.mi.us)

- One (1) PDF document containing the following:
  - A cover letter.
  - A current resume.
  - References.
  - Copies of transcripts and relevant certifications.

Application inquiries can be directed to Jim Walter, Superintendent, at 989-386-9945 or [JWalter@clare.k12.mi.us](mailto:JWalter@clare.k12.mi.us). For more information, visit [www.clare.k12.mi.us](http://www.clare.k12.mi.us)

### **Salary and Contract Information:**

The Clare Public Schools Board of Education will provide a comprehensive contract (190 days per year). Total salary and benefits will be commensurate with experience of the successful candidate and qualifications as determined by the Superintendent of Schools.

### **Search Timeline:**

Application Deadline: **May 24, 2019**

Anticipated Start Date: August 20, 2019

### **Clare Public Schools Board of Education:**

Ben Browning, President  
Steve Stark, Vice-President  
Loren Cole, Treasurer  
Sue Murawski, Secretary

Jason MacDonald, Trustee  
John Miller, Trustee  
Barb Tyler, Trustee

*Clare Public Schools is an Equal Opportunity Employer*

## **QUALIFICATIONS:**

- Education:
  - Bachelor's Degree from an accredited college or university, or equivalent, is required
  - Master's Degree preferred
  - Majors/licensures/certifications that will be considered:
    - School Social Worker
    - Licensed Social Worker, preferably with a teaching certificate
    - Michigan Guidance and Counseling Certification (NT, SCL, or PEASC)
    - School Psychologist Certificate
    - Fully Licensed Psychologist by Michigan Department of Licensing and Regulatory Affairs
    - *Other degrees in mental health care may be considered*
- Demonstrate successful experiences in counseling, social work, psychology, mental health care, or equivalent
- CPI Certified, or willingness to obtain; willingness to become a CPI trainer
- Preferred candidate will demonstrate knowledge of:
  - Rtl/MTSI intervention models, bully-free or empathy instruction, behavior diagnostics and interventions, one-on-one and small group direct therapy/counseling, and classroom instruction
- Demonstrated Technical Skills
  - Keyboarding, internet, and email
  - Experience with Microsoft Office including Word and Excel
  - Google applications including Calendar, Docs, Sheets, and Slides
  - Familiarity with student information systems
  - Possess computer competency and familiarity with emerging technologies
- Possess well-developed problem-solving skills
- Possess sound, independent judgment, including handling of confidential matters
- Possess working knowledge of best practice strategies; able to make research-based decisions
- Possess leadership potential
- Pass background check

## **ESSENTIAL FUNCTIONS:**

- Successfully complete district assigned trainings, per established deadlines – job specific training will be provided as available
- Organize and prioritize tasks to meet deadlines
- Maintain an organized environment
- Communicate effectively with students, staff, and parents, verbally and in writing
- Work independently as well as with a team
- Maintain a high degree of professionalism and confidentiality with regard to all district related matters and records
- Participate in Behavior, 504, and IEP staff meetings as requested
- Work with assigned at-risk students to contribute to the elimination of learning difficulties
- Aid student development through the utilization of available school and community resources
- Coordinate activities with a variety of outside services agencies, school sites, etc. (e.g. mental health, probation, medical, etc.) for the purpose of providing referrals for families and/or students

- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refer parents and students to agencies when appropriate
- Conduct outreach to students, families, school staff, and the broader community regarding services provided and student mental health needs
- Actively seek involvement of youth and families in mental health planning
- Plan, prepare for, and effectively facilitate workshops for parents, teachers, and other district personnel on improving students' abilities to deal with social and emotional problems
- Provide professional development for district personnel on wellness and mental health
- Provide consultation to teachers on addressing social, emotional, and/or behavior concerns in the classroom and coordinate action plans and behavior strategies to increase student achievement
- Consult with parents, teachers, and other school personnel for the purpose of determining causes of, and solutions for, student problems
- Coordinate workshops for parents and/or students (e.g. parenting skills, community resources, district programs, social skill development, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between families and the district
- Develop, lead, and implement programs that support a positive school climate and meet the needs of identified at-risk students and their families
- Provide direct therapy, counseling, and intervention services to assigned students and groups
- Support students with mental health needs including facilitating community health access, mental health assessments or screenings, group counseling, skills groups, individual skills, case management supports, treatment planning and monitoring, and other services as requested
- Facilitate individual, small group, and large group meetings on topics of student interest and/or need
- Predictable, reliable attendance
- Fine motor skills and ability to lift up to 50 pounds unassisted, to assist with student behavior management, to ensure student safety, and to lift and move equipment and supplies
- Able to stand or sit for long periods of time (up to entire shift as tasks require), as well as stoop, squat, bend, crouch, reach, kneel, and climb stairs frequently during the shift
- Able to ride in a vehicle, as necessary (e.g., training on occasion)
- Able to work indoors during all seasons/weather/temperatures as permitted
- Make recommendations to the Superintendent on any matter which will improve the excellence of the District

**ADDITIONAL FUNCTIONS:**

- Communicate effectively via district-assigned email on a daily basis as determined by supervisor
- Accurately complete absence reporting via tracking system, per assigned deadlines
- Consistent and reliable performance of job responsibilities
- Perform additional responsibilities related to at-risk populations as deemed appropriate by the Superintendent
- Perform other job responsibilities deemed appropriate by the Superintendent

### **About the Clare Community**

Clare Public Schools is located in Clare, Michigan in both Clare and Isabella Counties. With a population of approximately 3,100 residents, Clare boasts a beautiful downtown area with a variety of thriving local businesses. In honor of its strong Irish heritage, Clare features an annual Irish Festival each March. The Summerfest Celebration occurs around 4<sup>th</sup> of July every year with activities including fireworks and music in the park. There are many opportunities for outdoor recreation in the Clare area including the 30-mile paved Pere Marquette Rail-Trail and access to 81 lakes in Clare County alone.

Community involvement is strong in Clare with a variety of philanthropic organizations being housed here including United Way, Kiwanis Club, Lions Club, Knights of Columbus, Fraternal Order of Eagles, Rotary, and more. Many facility and technology upgrades have recently taken place in the district due to a \$2.45 million bond.

### **District Data**

Enrollment: 1,614

Foundation Grant Per Pupil: \$7,871

Number of Teachers: 84

Current Annual Operating Budget: \$14,766,648

Projected Fund Balance: \$3,014,496 (20.41%)

Tax Base: \$253,739,330

Non-Homestead Levy: 18.0 mills

Debt Retirement: 2.90 mills

District Area: 124.3 square miles