



## JOB DESCRIPTION

### Student Support Specialist

<i>Supervisor</i>	Director of Student Support Services
<i>Employment term</i>	200 days plus 10 days extended employment
<i>Compensation</i>	Based on education level and years of experience per West Virginia Code §18A-4-2 and Roane County Board of Education Supplemental Salary Schedule.
<i>Evaluation</i>	To be conducted by supervisor per West Virginia Board of Education Policy 5310 and Roane County Board of Education Policy 3220.
<i>Statutory authority</i>	<p>West Virginia Code §18A-1-1 defines a supervisor as “a professional educator who is responsible for working primarily in the field with professional and other personnel in instructional and other school improvement. This category includes other appropriate titles or positions with duties that fit within this definition.” This definition is separate from school and central office administrators, classroom teachers, and other professional personnel and thus defines a separate classification of professional employees.</p> <p>A Student Support Specialist is then charged with working in the field with professional and other personnel to implement and monitor various county, state, and Federal programs aimed at addressing developmental, academic, social, emotional, and health needs of all students served by the Board.</p>

#### *Responsibilities*

1. Provide technical support to school-based Student Assistance Teams (SATs) and IEP teams, including but not limited to development of behavior, attendance, and/or academic intervention plans, IEPs, and other documentation.
2. Along with other student support staff, support the development and implementation of Section 504 plans and student medication plans.
3. Along with other student support staff, support the development and implementation of personalized education plans (PEPs).

4. Conduct and lead county and school staff in analysis of relevant student achievement data and other research-based indicators of student success.
5. Provide standalone and embedded professional development for teachers, administrators, and student support staff and appropriate follow-up.
6. Support the development and implementation of the county and school strategic plans and support related activities as designated by the Director of Student Support Services.
7. Along with other student support staff, monitor and guide implementation of West Virginia and Roane County Board of Education policies and procedures regarding student support services including but not limited to WVBE Policies 2200, 2322, 2340, 2419, 2510, 2512, 2515, 4373, and 5310, and WV College- and Career-Readiness Standards.
8. Prepare and deliver reports, presentations, and analyses as required.
9. Attend meetings, conferences, and professional development opportunities as required.
10. Perform other duties as assigned by the Director of Student Support Services and the Superintendent.

#### *Qualifications*

1. Must hold or be eligible to hold a West Virginia Professional Teaching Certificate endorsed in any special education area.
2. Must have excellent oral and written communication skills and ability to use technology-enhanced and technology-enabled tools and applications.
3. Demonstrated, successful experience as a special education teacher or student support personnel is preferred.

#### *Physical demands*

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write, talk, and type as necessary for communication with colleagues, students, and members of the community and the operation of computer applications. Most educational settings occur indoors with low to moderate sound levels, though exceptions may include outdoor activities for recess, physical activity, etc., and louder environments such as gymnasiums, auditoriums, musical performance spaces, etc.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

*Adopted by the Roane County Board of Education on \_\_\_\_\_.*