

Position Description

The following statements are intended to describe the general nature & level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties & skills required of personnel so classified.

General Information		
Position Title: Teacher and Family Support Specialist	Location: Program Site(s)	Date: June 2018
Reporting Relationship(s): Position reports to the Coordinator /Director of Youth Development Services		FLSA Classification: Exempt

General Summary

This individual will coordinate, plan & implement services in one or more Syracuse City School District schools. They will provide coaching and technical assistance to teachers for the implementation of the evidence based Positive Action curriculum. Positive Action teaches and reinforces the philosophy that you feel good about yourself when you do positive actions for others. In addition, The Teacher and Family Support Specialist will serve as the liaison between school and parents, relaying the needs of one to the other; educate teachers and staff on how to communicate and work effectively with parents as equal partners in ensuring the academic achievement of their students; provide opportunities to develop effective family-school partnerships to support student achievement and school improvement; help parents understand the school system so they can become better advocates for their children’s education; advise parents on how to address issues with teachers and the school leadership staff; provide referrals for community-based services for families dealing with conditions that impact the academic achievement of their students. This is a 40 hour per week salaried position.

Duties & Responsibilities

Teacher Support

- Coaching, Technical Assistance and individualized classroom support of key EBP components
- Make observations, assess the presence or absence of actions, give effective feedback and acknowledge improvements
- empower teachers to grow and sustain Positive Action in the school wide initiative
- Develop a method for teachers/staff to connect with you between classroom/site visits as needed
- Provide support materials as requested
- Collect and utilize fidelity data using the EBP-specific tool(s) provided for each participating classroom
- Participate on required quarterly webinars, as scheduled by the PPEC (on PBWorks Wiki Site)
- Attend annual training of the EBP, scheduled by PPEC
- Conduct data collection and complete reports
- Complete Buy-In strategies as suggested by the EBP program

Family Support

- Assists in the development of a collaborative climate between the schools and families
- Help families understand standards and assessments, student test scores, benchmark results, school expectations and developmentally appropriate behavior
- Communicates with parents on behalf of the school (e.g. attendance, behavior, homework, availability of programs and services, completing paperwork, etc.) for the purpose of ensuring that an on-going partnership between home and school is formed
- Collaborate with school staff, community members, and partners to identify resources for families in the community
- Help teachers/staff & families develop strong partnerships and enhance communication between parents/families & school staff
- Communicate with parents who have limited English proficiency

Education Requirements

- Associate degree required
- Bachelor’s degree preferred

Position Description

Previous Experience Requirement

- A minimum of 5 years' experience with working in a school setting with teachers, students, and parents.
- Program planning experience preferred
- Experience working with a computer database system

Knowledge & Skills Needed to Perform Effectively in this Position

- Word-processing & database proficiency
- Interact in professional manner with students, teachers, & parents
- Maintain confidentiality
- Strong leadership & communication skills
- Organizational & time management skills
- Familiarity with community resources
- Creative, flexible, & possess a sense of humor
- Experience with public speaking &/or group facilitation
- Bilingual in English/Spanish is highly preferred

Additional Requirements

- Incumbents in this position will be expected to work between 35 & 40 hours per week as job requirements & school calendars dictate
- Evening, weekend, winter & spring breaks hours are required when program activities & events are in operation.
- Must be fingerprinted to be submitted for criminal background checks
- Valid driver's license
- Valid NYS Driver License
- Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
 - Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools
 - Obtainment and transport of supplies and equipment
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position, but the other duties may only be assigned if they are aligned with needs of the program and or school.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

Physical Dimensions (Job-related physical abilities individuals need to possess to perform the job in a satisfactory manner)

- This position involves extensive walking-moving about on foot to accomplish tasks, particularly throughout the facility amongst multiple floors. The need is to be able to climb stairs & move from one location to the next swiftly.
- Standing – particularly for sustained periods of time
- Lifting up to 30lbs
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature:

Date: