

STUDENT ADVOCATE AND BEHAVIOR MANAGEMENT COORDINATOR



Gervais School District

ESTABLISHED 1834

JOB GOAL:

To assist the building principal or program director in maintaining appropriate student management, behavior and attendance in keeping with the law, board policies and administrative regulations which will foster an educational environment conducive to learning and teaching.

QUALIFICATIONS:

- Associate's Degree, 72 (48 semester) hours of post-secondary coursework or High School Diploma or equivalent, and pass a rigorous local assessment;
- Skills in computer software applications (Microsoft Office Suite, etc.);
- Ability to operate standard office machines, including computer, calculator, copy machine, and fax;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and tact when dealing with staff, and maintain a high level of professionalism;
- Respect confidential information;
- Evidence of good leadership and citizenship qualities;
- An interest in students;
- Ability to communicate well with adults and children;
- Prior job-related experience required;
- Must possess valid Oregon driver's license;
- Have a First Aid card, as required by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

Director and/or Building Principal.

PERFORMANCE RESPONSIBILITIES:

1. Assist the administration in implementing all policies and/or rules governing student conduct in the school setting;
2. Assists in the development and presentations of staff professional development.
3. Coordinate the monitoring and supervision of students in hallways, playgrounds, athletic fields and bus loading areas.
4. Refer students with unusual circumstances for special counseling services and assistance within the school, community, regulatory agencies, and medical profession.

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5. Attend meetings, staffings or conferences designed to address needs of students needing extra supports to access their education.
6. Counsel students and parents with respect to attendance, behavior, attitudes, probations and/or suspension procedures when necessary to reduce or eliminate unacceptable behavior.
7. Work cooperatively with school and districtwide counseling services to implement guidance and counseling curriculum;
8. Running student groups focusing on social/emotional learnings.
9. Assist with the monitoring and supervision of facilities.
10. Service as a resource to staff in dealing with classroom management issues, students who have emotional and/or disciplinary problems, and effective instructional practices.
11. Assist the staff and parents in developing student behavior expectations;
12. Assist staff in implementation of students' specialized learning goals as determined in Individualized Education Plans or 504s.
13. Assist in developing programs and/or activities to promote positive student behavior as well as intervention strategies;
14. Provide leadership in the planning and coordination of school activities and award programs;
15. Work with building administration to develop a master schedule and create student schedules which foster academic growth based on students' interests and individual needs;
16. Compile data and submit reports to appropriate governmental agencies at the direction of the Director of Student Services, Federal Programs Director and Oregon Department of Education.
17. Attend staff meetings and serve on staff/district committees as required.
18. Other duties as assigned.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e. filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e. keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

OTHER:

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais District Office at 290 First St, Gervais, OR 97026, Phone: 503-792-3803, ext. 4010.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature

Date

Employee Print Name

Date

Supervisor Signature

Date

Supervisor Print Name

Date

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