



Job Title: **Student Support Teacher Specialist**

Department: **Hillcrest High School**

Supervisor: **Principal of Hillcrest High School**

Lane Placement: **Licensed Salary Schedule**

Schedule: **8 hrs/206 Days**    Eval Group: **CTESS- Specialist**

FLSA Classification: **Exempt**

## JOB DESCRIPTION

Under the direction of the Principal of Hillcrest High School, the Student Support Teacher Specialist will work with the school's administration and counselors to increase the success of minority and Tier III students academically, behaviorally, and socially. The specialist will work with the credit recovery programs at Hillcrest High School, the student support center, administrators, and counselors. The position also functions as a Spanish translator for the administration and assists students in problem-solving issues caused by behavior, trauma, or victimization.

## ESSENTIAL FUNCTIONS

- Attend all students support meetings with counselors and administration
- Track and set goals with assigned students for academic success and behavioral appropriateness
- Collect and maintain data on assigned students, other student populations, and additional programs as assigned to guide transition and change
- Function as a Spanish translator for administration and assist students in problem-solving issues caused by behavior, trauma, or victimization
- Work with counselors and administration to appropriately identify students who may benefit from Tier III interventions and services provided in the Student Support Lab
- Work closely with counselors and Alternative Language staff to identify and immediately support students who are English Learners, Refugees, Migrant, Immigrant, or eligible for services under the McKinneyVento Homeless Assistance Act
- Monitor student weekly participation and set goals with individual students for course completion
- Run regular system reports of student progress and cumulative credits earned
  - Share data with counselors, administrators, and parents of students
- As directed and needed, provide in-class support to emerging English Learners and Refugees on basic academic and technology skills
- Facilitate parent education through supporting parent engagement activities at the school, and providing clear, two-way communication between parents and school in order to promote student achievement
- Assist in dissemination of educational information to students, parents, employees, and the community
- Assist in requesting and coordinating needed translation services for students participating in the Student Support Lab
- Assist with community outreach, Title I, and Title III parent engagement activities
- Work collaboratively with other school and District professionals and outreach personnel to support early intervention services, PBIS, programs to develop parenting skills and to increase the student achievement of English Learners, and students needing Tier III intervention and supports
- Fulfill District, state and national reporting requirements
- Predictable and reliable attendance

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### NON-ESSENTIAL FUNCTIONS

- Other duties as assigned

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge, and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### QUALIFICATION REQUIREMENTS

- Be fingerprinted and clear a criminal background check
- Hold a valid Professional Educator License for the State of Utah with a "License Area of Concentration of Secondary Education (6-12)"
- Preferably have an ESL endorsement
- Have Experience with Skyward, Accelerate or GRADPoint learning systems, PBIS, WIDA, SIOP, or blended learning preferred
- Must have a growth mind-set
- Must have excellent technology skills (Word, Excel, Digital Learning tools, maintaining data-bases)
- Must have experience with academic language and terms used in schools
- Must be able to work collaboratively with school personnel and other departments
- Must be able to take the initiative, work independently and effectively meet the demands of students with multiple needs
- Must be able to work collaboratively and build trust within the school and community
- Must have the ability to speak and write Spanish fluently
- Must have the ability to translate written English documents into Spanish
- Hold a valid Driver License and have the ability to drive to various locations throughout the local area

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Ability to lift a minimum of ten (10)pounds.
- Physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 06/11/2020 \_\_\_\_\_