



Job Description

Position: Support Specialist-Counselor
Reports to: School Leader

General Description: The Support Specialist-Counselor shall serve the education process by providing pupil support services for students with behavior challenges, social and emotional problems, health and safety matters, and academic issues; effectively creates an atmosphere to meet student needs through prevention, identification, and intervention. This is a grant-funded position, employment continuation is directly dependent upon funds availability and job performance.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant Academy philosophy and mission statement in all his/her school activities
- Assist with the team approach (students, family, teachers, advocate, and administrators) to access appropriate, intervention plan, risk assessment and participate in the discussion regarding appropriate discipline
- Coordinates with outside agencies for the purpose of providing referrals to families and/or students Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- To evaluate the success of student support initiatives and individual learning programs and to produce reports on student achievement and curriculum achievement
- To attend Retention and Progress meetings in order to provide updates on support programs and activities, developments in learning support strategies and initiatives and to remain aware of students' responses to their learning Interventions
- Works with the teacher to determine the instructional needs of each student
- Provides one-on-one and small group tutoring in reading and math
- Maintains student files as required by the needs of federal, state, and local guidelines to track student progress
- Assists students with being proactive in making choices that will lead to their success
- Maintains student records for the purpose of complying with mandated requirements.
- Counsels students in matters of attendance and tardiness in accordance to the academy attendance policy
- Prepares materials in written and electronic formats (e.g. reports, memos, letters, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
- Encourage and work with parents/guardians to actively participate in the decision-making process, designed to impact their child's educational growth
- Participate in the orientation, enrollment, and re-enrollment processes for the purpose of identifying and providing intervention measures to ensure student success

- Work closely with the parents of identified students to improve student behavior, attendance, and punctuality
- Provide technical assistance to parents and students in developing the skills needed to function effectively in a working relationship between home and school.
- Ascertain the level of parents and students educational values and make recommendations for changes as necessary.
- Display ethical behavior in working with students, parents, school personnel, and outside agencies associated with the Covenant Academy
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing information within the legal confines
- Serve as a role model for students and staff in demonstrate positive attitude, appropriate attire, personal grooming, and an effective work ethic
- Communicates high expectations
- Works in a professional and cooperative manner with others
- Follows the dress code as stated in the employee manual
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Covenant Academy manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of dropout, homeless and at-risk youth that Covenant Academy serves
- Awareness of Section 31a laws, regulations, and compliance requirements
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student retention through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree in the field of social work, psychology, education, or related field
- Minimum of three years of experience working with at-risk youth
- Hold and maintain a valid driver's license and have a reliable vehicle for transportation
- Have excellent integrity and demonstrate good moral character and initiative
- Demonstrate the ability to communicate effectively both orally and in writing
- Proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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