



ZION-BENTON
 TOWNSHIP HIGH SCHOOL DISTRICT *126*
COMMITTED TO EDUCATIONAL EXCELLENCE

**ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126
 JOB DESCRIPTION**

POSITION TITLE:	School Support Specialist	LOCATION:	Principal's Office - Zion-Benton H.S.
REPORTS TO:	Principal	STATUS:	Classified
CLASSIFICATION:	Others	TERM:	12-Month, Full Time

About D126:

Zion-Benton Township High School District 126 serves 2,600 high school students via two 9-12 grade campuses. Our student population is warmly referred to as a “slice of America” with 51% Hispanic, 27% Black, 16% White, 5% Multi-Racial, and 2% Asian/Pacific Islander & Native American.

Zion-Benton Township High School is a comprehensive school located in the city of Zion. New Tech High School is located in the heart of Zion, providing a small school learning environment rich in relationships and technology.

At D126, we have one mission: to promote self-worth, social responsibility, and lifelong learning in partnership with our community.

General Summary:

The School Support Specialist serves as a bridge between the school, students, families, and the community to strengthen engagement, improve school success and support a positive school climate. This role focuses on building relationships, coordinating programs or events, and creating opportunities that connect students to their school environment and the community in meaningful ways.

Essential Duties and Responsibilities:

1. Conducts outreach to engage parents in their children’s education and to strengthen parent involvement in the school and community as measured by multiple measures, including the 5 Essentials survey.
2. Attends various afternoon, evening, and Saturday meetings and/or events as coordinated with the direct supervisor.
3. Acts as the main point of contact for parents, disseminating school news and facilitating meetings between families and staff.
4. Collaborates with building administration to establish expectations and objectives for meaningful parent and family involvement to improve student achievement and school performance.
5. Attends the annual meetings to evaluate the effectiveness of the policy in improving the quality of Title I schools, including identifying barriers to greater participation by families and the needs of parents and family members to assist with the learning of their children.
6. Coordinates student, family, and community events at ZBTHS and assists and supports District signature events.

7. Utilizes technological and organizational skills in performing various secretarial tasks as a back-up to the Principal's Secretary.
8. Helps communicate the vision and mission of the school and district by representing the school at community events, family nights, school functions, and local organization activities to promote school programs, build relationships, and increase family engagement.
9. Establishes and maintains positive working relationships with community partners, agencies, and organizations that support students and families.
10. Serves as a liaison between the school and community organizations by sharing information about school initiatives and gathering feedback from families and community members.
11. Supports follow-up communication after community events to connect families with school staff, programs, or resources discussed during outreach activities.
12. In collaboration with administration, develops a comprehensive, multi-pronged parent engagement plan that includes clearly defined goals, targeted strategies, and measurable outcomes for ongoing evaluation.
13. Monitors implementation and progress of the school's parent engagement plan and provides data-informed analyses to building and district administration.
14. Host parent workshops and meetings on issues of interest to your community and assist outreach efforts of Parent/Teacher Association
15. Manages family communication databases, including communications to families, attendance at events, and feedback on events
16. Develops accessible resources that support parents and families in understanding and effectively navigating school processes and systems.
17. Builds partnerships with local businesses, industries, and colleges to create internships, mentorships, and apprenticeships to support college and career readiness and foster work-based learning partnerships.
18. Performs other related duties as assigned by the Principal.

Performance Expectations:

- Supports the School Principal and Chief Academic Officer as needed.
- Represents District 126 with professionalism and positivity
- Provides excellent customer service to all stakeholders, internal and external
- Demonstrates a commitment to maintaining an excellent attendance record in order to meet the demands and timelines associated with the position
- Uphold and adhere to District 126 Board Policies and Procedures
- Demonstrate an ability to self-advocate and respectfully ask questions of supervisors to ensure clarity
- Respect the organizational structure of the Principal's Office and the District

Knowledge, Skills, and Abilities:

- Demonstrates a genuine commitment to students' academic, social, and emotional growth.
- Demonstrates excellent interpersonal skills and strong rapport with students and parents/guardians.
- Possesses ability to be proactive in deploying student support systems.
- Able to maintain confidentiality and use good judgment.
- Able to multitask and work with minimal supervision.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Represents ZBTHS District 126 in a positive manner in communications with staff, parents, and the community.
- Skilled in operating various office equipment, such as personal computer, calculator, facsimile, copy machine, document shredder, desktop printer, intercom, etc.
- Possesses a valid driver's license, auto insurance, and access to personal vehicle during the workday.
- Able to work coordinated flexible hours on occasion.
- Maintains proper professional attire.

Education and Experience:

Minimum of an Associate's Degree required. A waiver of this requirement will be considered for those possessing a high level of related experience and expertise in a school setting. Three years of experience with excellent grammatical, computer

skills, and community relations required. Must possess a high level of accuracy, confidentiality, positive human relations skills, good judgment, exemplary follow through and organizational skills.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:				X
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium to Heavy Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee’s supervisor necessitate change, evaluation and modification of job descriptions may be required.