

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Student Support Advocate (SSA)

Qualifications:

1. Associate's Degree or higher (preferred)
2. Training in a human relations field such as Social Work, Community Psychology, Education, Child Development and/or work or life experience in a related field
3. Excellent human relations and communication skills
4. Ability to work cooperatively with staff, students, and parents from a variety of racial, ethnic, linguistic, cultural, and socioeconomic backgrounds
5. Ability to remain calm and non-confrontational with students in crisis
6. Ability and willingness to physically intervene in student confrontations
7. Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite
8. Willingness to attend professional trainings on a regular basis

Reports To: Building Principal or Designee and Director of Security & School Safety

Supervises: N/A

Objective: With the goal of improving school climate and student success, to establish positive relationships, build trust, monitor student behavior inside and outside the classroom, and communicate with students/families to improve academic achievement and social-emotional wellness.

Performance Responsibilities:

- A. Provides active daily supervision in designated areas as assigned by the Principal or their designee.
- B. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
- C. Greets and directs authorized visitors to appropriate areas.
- D. Actively monitors assigned areas for the presence of intruders and other unauthorized individuals and takes appropriate action to report their presence and facilitate their departure.
- E. Operates a variety of security and safety equipment including metal detectors, security cameras, fire extinguishers, hand-held radios, etc. in a manner consistent with established District procedures.
- F. Assists the building administration by escorting students as directed.
- G. Assists the building administration and staff in enforcing all policies contained in the Student Code of Conduct.
- H. Serves as a first responder to student crises, confrontations, incidents, etc. to promote a safe school climate.
- I. Physically intervenes in student confrontations in a manner consistent with District procedures and training.
- J. Establishes strong rapport with students with the goal of improving academic performance while focusing on individual interests.
- K. Engages students in various school and community settings.
- L. Maintains open communication with administration, students, teachers, and other support services personnel.
- M. Makes home visits and encourages parental involvement with the school.
- N. Assists with the identification of students/families who need additional support and refers them to resources, training opportunities, etc.
- O. Maintains ongoing records of all contacts with students, families, and/or other related personnel.
- P. Attends monthly meetings of all Student Support Advocates (SSAs).
- Q. Maintains confidentiality and displays ethical and professional behavior in all matters related to student and families.

- R. Participates in all required training and professional development activities as directed.
- S. Performs other related duties as assigned.

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Building Principal or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created May 25, 2021
Last Revised (with CESP input and consent) June 29, 2022