

Imlay City Schools Position Description

Position Title	Student Support Specialist	Department	Elementary Education
Reports To	Borland Principal	Approved By	Superintendent
Date	October 2025	Salary	\$50,000-\$60,000 <i>*based on experience</i>

SUMMARY

The Student Support Specialist plays a key role in fostering positive student behavior, engagement, and success within the school community. Working closely with teachers, mental health specialists, and administrators, this position supports the implementation of Positive Behavioral Interventions and Supports (PBIS) and other proactive behavior systems designed to help students meet social, emotional, and behavioral expectations. The Student Support Specialist provides direct assistance to students through behavioral goal-setting, mentoring, and restorative practices. By building strong relationships and promoting a positive climate, the specialist ensures that every student feels supported, capable, and connected.

QUALIFICATIONS

- Thorough understanding of Positive Behavioral Intervention and Support (PBIS)
- Excellent oral and written communication skills
- Ability to provide behavior supports for students
- Must demonstrate socialability, warmth toward students, and a willingness to work collaboratively with school staff
- Successful applicant to be required to keep accurate records and data related to their work

EDUCATION and/or EXPERIENCE

- Associate's Degree (or equivalent experience), Bachelor's preferred
- Previous experience working with children or adolescents in a school setting is preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the ability to exhibit patience and work effectively with students.
- Creates an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of support strategies, methods, techniques, and practices, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Contributes to the maintenance of behavior in the classroom in a fair and just manner in order to achieve an effective learning atmosphere.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Encourages students to set and maintain standards of classroom behavior.



- Identifies student needs and seeks out support from appropriate staff for support or to create a referral to a Child Assistance Team.
- Works collaboration with classroom teachers and building administrators as part of building-level PBIS teams and the work of teams.
- *Other duties may be assigned*

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, parents, and the general public.
- **MATHEMATICAL SKILLS:** Ability to work with mathematical concepts, use problem-solving skills, and handle computer system-related tasks.
- **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **OTHER SKILLS AND ABILITIES:** Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit and talk, or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in this environment is moderate to loud, depending on the activity in the particular part of the day and location. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

