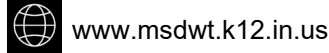


# Washington Township Schools

8550 Woodfield Crossing Blvd.  
Indianapolis, IN 46240  
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The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

## JOB DETAILS

<b>Job Title</b>	Student Support Specialist
<b>Education</b>	Bachelor's Degree in B.S. Degree in Social Work, Counseling, Child Development, Psychology, Teaching or any other equivalent degree.
<b>Location</b>	Clearwater Elementary School
<b>Work Schedule</b>	7:30am to 4:00pm (Monday through Friday)
<b>Calendar Length</b>	School year – 185 working days
<b>FLSA Classification</b>	Salaried, Exempt
<b>Salary</b>	\$47,767 annually
<b>Benefits</b>	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

## JOB EXPECTATIONS & REQUIREMENTS

### Position Purpose / Description

The Student Support Specialist works in school settings with students to develop the academic and social skills needed to succeed in school. The Student Support Specialist works with the entire school staff to provide assistance in the implementation of school wide positive behavioral intervention support.

Under the supervision of the Principal, the Student Support Specialist is responsible for performing the following duties:

- Work with students whose behavior, school progress, and social skills indicate a need for assistance.

- Consult with parents, teachers, and other school personnel to determine causes of the problem and provide solution(s).
- Provide behavior support and suggestions for the classroom environment.
- Assist teachers in writing and facilitating Functional Behavior Assessments and Behavior Intervention Plans/Committee for Academic and Behavioral Supports.
- Assist teachers in developing accommodations and/or modifications to meet student academic and behavioral needs.
- Collect, monitor, and analyze data.
- Proactively assess attendance and behavior in the general education setting prior to reaching the administrative guidance
- Assist staff in maintaining and analyzing accurate student behavioral data to assist committees in making informed decisions.
- Serve as consultant to school personnel regarding students or situations which are not referred for direct service.
- Meet with building administrators and MTSS team to provide information regarding school wide behavioral trends and concerns as referred to by the district behavior team.
- Develop and facilitate SEL groups for students.
- Serve as a resource for staff for re-engaging students by bridging families to resources.
- Model positive behavioral intervention supports in all classroom settings.
- Provide check-in and check-out as well as progress-monitoring of students in need of behavioral intervention under the guidance and assistance of the school's administrative team.
- Provide therapeutic support for students displaying unsafe behaviors.
- Other tasks/duties as assigned by the supervisor.

**Training may consist of the following:**

- Shadowing our staff for check-in/check-out and current curriculum professional development.
- Attend CPI Nonviolent Crisis Prevention Intervention
- Participate in mentoring training

## Education

Candidates must possess education and experience: B.S. Degree in Social Work, Counseling, Child Development, Psychology, Teaching or any other equivalent degree.

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent
Ability to carry 25 pounds	Often
Amount to lift 25 pounds	Often
Amount of force to push/pull up to 25pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Seldom
Overhead work	Occasional

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.