

SCHOOL DISTRICT OF ST. JOHNS COUNTY

STUDENT SERVICE WORKER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Valid Florida teaching certificate, preferably covering administration and/or supervision, education leadership, school principal, professional school principal; guidance, or six semester hours toward appropriate certification.
- (2) Three years teaching experience.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Demonstrated ability to interact and work well with people.
- (2) Effective oral and written communication skills.
- (3) Ability to plan, organize and prioritize activities.
- (4) Skills in areas of conflict resolution and peer mediation.
- (5) Knowledge of St. Johns County School District and Student Code of Conduct.
- (6) Computer skills and knowledge of technology as related to job functions.
- (7) Ability to analyze, interpret, and use data in decision making processes.
- (8) Knowledge of current trends and best practices in school-based discipline.

REPORTS TO:

School Principal

JOB GOAL

The staff member will perform counseling and discipline activities for the school center. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Assist the Principal and Assistant Principal in discipline matters.
- (2) Prepare and administer a yearly student activities calendar if there is no activities calendar.
- (3) Administer discipline in classroom and on school busses.
- (4) Liaison between school and home in cases of suspected truancy.
- (5) Set up conferences between teachers and parents for discussion and discipline problems.
- (6) Assist with enforcement of the attendance policy.
- (7) Utilize peer mediations and conflict resolution as appropriate.
- (8) Manage after school programs such as detentions.
- (9) Perform other duties as assigned by immediate supervisor.

- (10) Serve as a central resource for students, including to counsel students and parents when behavioral problems arise.
- (11) Maintain composure and demonstrate level headedness in stressful situations.
- (12) Serve as a school to community liaison to aide in communication and involvement.
- (13) Work closely with the School Resource Officer and local law enforcement agencies.

Expectations of All Employees

- *(14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(15) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- *(16) Ensure adherence to good safety standards.
- *(17) Maintain confidentiality regarding school/workplace matters.
- *(18) Model and maintain high ethical standards.
- *(19) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(21) Demonstrate initiative in the performance of assigned responsibilities.
- *(22) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- *(23) Respond to concerns, communication attempts, and inquiries in a timely manner.

Professional Growth and Improvement

- *(24) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- *(25) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- *(26) Keep supervisor informed of potential problems or unusual events.
- *(27) Follow federal and state laws as well as School Board policies, rules, and regulations.
- *(28) Prepare all required reports and maintain all appropriate records.

Leadership and Strategic Orientation

- *(29) Demonstrate initiative in the performance of assigned responsibilities.
- *(30) Model characteristics of citizenship, character education, and literacy.
- *(31) Set high standards and expectations as they relate to the district's character program.
- *(32) Exhibit interpersonal skills to work as an effective team member.
- *(33) Demonstrate initiative in identifying potential problems or opportunities for improvement.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. Physical agility necessary. Is expected to take tours of the campus to check for student safety and any other safety concerns.

Job Description Supplement

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

Classification:

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: 61020

Pay Grade: Instructional Negotiated Contract Salary Schedule

FLSA STATUS: Exempt

BOARD APPROVED: April 1999

REVISED: May 2016