



Tolleson Union High School District #214
In School Support Specialist

Purpose

The purpose of the In School Support Specialist is to provide supervision of the on-campus reassignment room and to support the school's programs and goals.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Must be a minimum of 21 years of age.
4. Strong oral and written communication skills.
5. Ability to work cooperatively with students and staff.
6. Must possess computer skills including Word, Excel, and Power Point.
7. Ability to maintain confidential materials and information.
8. Knowledge of and adheres to all policies, regulations, and rules.
9. Ability to deliver multi-step written and oral instructions.
10. Ability to work with a diversity of students and/or student groups; work with similar types of data; and utilize specific, job-related skills. In working with students, problem solving is required to identify issues and create action plans.

Preferred:

1. Bachelor's degree in any related field.
2. Bilingual in English and Spanish.
3. Minimum of three years work experience in education and/or working with youth.

Essential Functions

1. Oversees and monitors the on-campus reassignment room daily.
2. Maintains appropriate records and attendance reporting.
3. Ensures all students assigned to the on-campus reassignment room are present and working on assignments throughout the day.
4. Obtains and distributes assignments from classroom teachers and if necessary, obtains additional assignments to keep students engaged in educational material while in the on-campus reassignment room.
5. Collects completed assignments and delivers to the classroom teacher's mailbox.
6. Completes referral forms and written reports when appropriate.
7. Works under the direction of the principal or his/her designee.
8. Communicates and works closely with all school staff.
9. Maintains a high level of ethical behavior and confidentiality of information regarding students, staff, parents, and school issues.

10. Participates in meetings, special events, training and/or workshops.
11. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: regularly required to talk and hear; frequently required to use hands to touch, handle, or feel objects, tools, or controls and use a keyboard or keypad; regularly type or enter data using a computer keyboard; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: classroom management; and concepts of grammar and punctuation.

ABILITY is required to schedule classroom activities, discussions, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is high. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working 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 the essential functions. The noise

level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to talk and hear. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Reports to: Principal or Assistant Principal

Terms of Employment: Nine-month, full time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy

FLSA Status: Non-Exempt

Salary: Support Staff Salary Schedule, Grade 21

Board Approval: September 3, 2020 (Revised)
May 28, 2024 (Revised)