

**Greenwood School District 50**  
**Position Description**

**POSITION TITLE: Student Services Facilitator**

Reports To: Principal

**SUMMARY:** Effectively uses all appropriate resources to help students remove barriers to school attendance, resolve personal, emotional, and social problems that interfere with their ability to attend school regularly, not drop out, and complete graduation requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

**Essential Duties:**

- Assists students directly with attendance and adjustment to school.
- Serves as a liaison between home and school.
- Makes referrals to community agencies and provides follow-up as needed.
- Completes home visits for school purposes.
- Completes all required reports.
- Truancy/ Attendance
- Serves as the school Attendance Intervention Team leader
- Is knowledgeable of and complies with state laws and regulations and school district policies concerning student attendance.
- Works closely with students, families and school personnel to identify and resolve student attendance issues.
- Completes, maintains and monitors Intervention Plan.
- McKinney-Vento (Homeless Students)
- Assists homeless students with their adjustment to school.
- Provides homeless students school supplies, school clothing, etc.
- Arranges transportation as needed.
- Conducts group sessions with students around social emotional needs.
- Assesses school student climate and develops group sessions for other issues students are experiencing.
- Makes referrals to community agencies when students need more intense counseling.

**SUPERVISORY RESPONSIBILITIES:**

None

*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 the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree in Psychology or Social Work, Human Services or related field. One year successful work experience in human services. Must be able to effectively deal with the public, staff, students and parents both in person and on the phone.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to present information in one-on-one and small group situations to customers, clients, other employees and/or students.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to deal with problems involving a variety of concrete variable in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with students, parents, staff, and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the 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 the 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 walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. The employee must be able to drive to different locations within the district on a daily basis and occasionally out of the district. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc.

*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 the essential functions.*

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public, students, parents and staff. The employee may be at risk of being exposed to infection and/or bitten by animals more than an average person.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*