

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/28/21



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State                      ☐ Travel In State                      ☒ Approvals  
                    ☐ Termination                      ☐ Legal Matters                      ☐ Other:  
This action request pertains to ☐ Elementary (only)                      ☒ High School/District Wide

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**Date:**      7/20/21

**To**              **School board Members**

**From:**   Corrina Guardipee-Hall ED.S.  
**Title:**      Superintendent

**Subject: Create Temporary Student Support Specialist Position 2021-2022**

**Description:** Enclosed is the job description for a temporary student support specialist position that will be paid from ESSER II and III Funds

**Financial Impact:**

**Funding Source (Budget/grant, etc.):** ESSER II and III

**Attachment(s):** Job Description,

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective:



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**(Temporary) Student Support Specialist**

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**Summary of Functions**

In conjunction with the Director of Student support services this position will provide targeted support services to families of students who are struggling with attendance, academic, social and emotional issues by engaging the family and establishing a strengths-based relationship to identify, create, and build a supportive Child and Family Team for the purpose of developing a plan that is family centered, community oriented, strengths-based, and highly individualized.

**Duties and Responsibilities**

1. Cooperation - Works cooperatively and in coordination with building school counselors, teachers, principals and other school staff and local agencies. Works with parents to create a partnership in that process of empowering the child to make healthy choices, along with creating and maintaining a safe home environment.
2. Meetings - Attends and participates in meetings with parents, including home visits, at assigned school(s) with the goal of improving attendance, academic success and personal social growth.
3. Assist in the identification, design, and implementation of academic, social, and emotional support services for students and to assist partners with the coordination of support services for families.
4. Support established processes for identifying students behaviorally at-risk and align services to student need.
5. Continuously assess student needs through interviews, focus groups, surveys, and data to identify additional community resources.
6. Develop procedures for students and families to receive food, clothing, toiletries, and other supplies, as needed.
7. Collaborate with student support services personnel such as social workers, school counselors, etc. to provide supports for students and families.
8. Travel - In carrying out the purposes of the project, may travel routinely for home visits and out-of-district training. Will use district vehicle or own vehicle under mileage rate as

appropriate to duration.

9. Confidentiality - Maintains safeguards over protected, privileged or confidential information, verbal and written, to prevent unauthorized disclosures.
10. Other - Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

## **Organizational Relationships**

Supervised by and reports to the Director of Student Support Services.

## **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Bachelor's degree in counseling, education or related field.
- Proficient with desktop computers.
- Ability to interact positively with students, staff and community.
- Excellent communication, problem solving and organization skills.
- Ability to work with others and without close supervision.
- Previous experience teaching or working in a school environment with students.
- Good work habits.

## **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.