



| <b>JOB TITLE</b>                        | <b>DEPARTMENT</b> | <b>REPORTS TO</b>          |
|---|-------------------|----------------------------|
| Program Specialist for Student Services | Student Services  | Director, Student Services |

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| <b>Position No:</b> 61111    | <b>Length of Work Year:</b> 12 Months          |
| <b>Salary Schedule:</b> IN12 | <b>Date Approved:</b> 7/24/01                  |
| <b>FSLA:</b> Exempt          | <b>Date Revised:</b> 4/26/05, 3/22/11, 3/26/13 |

| <b>JOB GOAL</b>   |
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| To assist the Director of Student Services in the provision of student services functions, mandates interagency relationships and services. |

| <b>MINIMUM QUALIFICATIONS</b>   |
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| <ol style="list-style-type: none"> <li>1. Master's degree or higher</li> <li>2. Valid Florida teaching certificate</li> <li>3. Minimum of three (3) years classroom teaching and/or social services experience</li> <li>4. Ability to perform the functions of the position.</li> </ol> |

| <b>DUTIES AND RESPONSIBILITIES</b>  |
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| <ol style="list-style-type: none"> <li>1. To assist in revising and addressing attendance policies and procedures for the district.</li> <li>2. To assist in coordinating Social Skills curriculum and training.</li> <li>3. To provide staff development in child abuse reporting, Baker Act, crisis intervention.</li> <li>4. To serve as liaison among schools, community agencies and special projects.</li> <li>5. To assist in revising and implementing policies related to Safe School environment.</li> <li>6. To develop interagency relationships, agreements and contracts that support state mandates.</li> <li>7. To provide assistance to school staff and parents in interpretation of School District policies.</li> <li>8. To serve as School District liaison to Drug Court.</li> <li>9. To provide confidentiality training to persons/agencies contracted to work with students in the School District.</li> <li>10. To serve as School District contact for the ACCESS Florida Community Partner Network.</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> <li>12. To perform assigned tasks with a high standard of quality.</li> <li>13. To perform other work-related duties as assigned by District administration.</li> </ol> |

| <b>PHYSICAL DEMAND CLASS:</b>  |
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| Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties. |