



REVISED:  
07/01/2017

JOB TITLE:	STUDENT RELATIONS RESOURCE TEACHER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4749
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Provides support, recommendations, and advice relating to referral, entrance, and exit of students to behavior support schools. Assists with designing, implementing, and reporting district program. Assists schools and students in the entrance, exit, and referral to behavior support schools by providing case management using relevant data.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assist in planning databases and data retrieval systems and provides liaison with data processing specialists for implementation

Provides technical assistance to district and school staff in the area of student placements to and from behavior support schools

Collaborates with Principals, Assistant Principals, and/or other organizational units in case management of student data

Provides assistance to school and district administrators in the area of behavior intervention and support training

Reviews student data, administers due process, and recommends alternative placement while assuring compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment

Assists in carrying out procedures, protocols, and policies outlined in the Student Support and Behavior Intervention Handbook

Professionally and effectively communicates, collaborates, and meets with relevant stakeholders regarding the results of due process hearings and placement of students at alternative sites

Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull weights.

#### MINIMUM QUALIFICATIONS

Master's Degree with valid Kentucky Teaching Certificate

Five (5) years successful teaching experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Administrative experience