



REVISED: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST STUDENT RELATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4233
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides support, recommendations and advice to relating to the referral, entrance, and exit of students to behavior support schools. Administers Due Process to students who have been recommended for placement in alternative schools. Supports the decisions of the Admissions and Release Committees (ARC).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides technical assistance to district and school staff in the area of student placements to and from behavior support schools and supports the decisions of the ARCs
Works cooperatively with District personnel to support staff development trainings as they relate to the District policy, procedures, and protocols around student behavior
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; supports decisions of ARCs
Assists in carrying out procedures, protocols, and policies outlined in the Student Support and Behavior Intervention Handbook
Communicates, collaborates, and meets with relevant stakeholders the results of due process hearings and placement of students at alternative sites
Provides assistance to school and District administrators in the area of behavior intervention and support
Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior
Collaborates with District and school staff to gather, analyze, and document student data
Prepares and reports accurate data and conduct analysis of data for evaluation of programming
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
At times, the work is primarily sedentary. The work, at times, requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust fumes, and gases.

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years of successful teaching experience
Kentucky Professional Certification in Administration and/or Supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience with diverse populations
Demonstrated leadership ability
Experience in a diverse workplace