



NEW: Submitted:
07/17/2019 07/16/2019

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| 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 |
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| Experience with diverse populations |
| Demonstrated leadership ability |
| Experience in a diverse workplace |