

An Equal Opportunity / Affirmative Action Employer  
**PROFESSIONAL EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:** **June 21, 2022**

**POSITION:** Student Support Specialist

**ASSIGNMENT:** PS-2 Elementary 7:30 am – 3:30 pm

**KNOWLEDGE:**

Candidate will supervise and monitor students as assigned to and will report to Building Principal and Principal's Assistant

- Candidate should have knowledge of school and classroom rules, procedures and practices
- Candidate must have the ability to interpret and establish appropriate rules, methods and techniques in maintaining a disciplined academic environment
- Candidate must have strong interpersonal skills and patience; be culturally competent; be able to implement responsive and proactive behavioral strategies; be able to maintain a secure, structured and safe environment
- Applicant must have experience working with challenging students – knowledge of conflict resolution techniques is strongly encouraged

**RESPONSIBILITIES:**

- Provide direct supervision for students who are assigned to the Extended-Term Student Focus Room (ESF)
- Take daily attendance
- On a daily basis, review in-school suspension policies, procedures and student expectations with students
- Work with students and/or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in student being assigned to ESF
- Monitor all academic assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate
- Ensure students have security escorts to lavatory facilities
- Email teachers at least 24 hours in advance for work requests and complete student 'Work Completion Logs' for all students assigned to the room
- Facilitate and arrange delivery of student lunches when necessary
- Refer persistent and severe behavior problems to the Principal's Assistant
- Any other duties deemed necessary by Principal to ensure the success of students

**QUALIFICATIONS:**

- Associates degree and/or relevant job experience
- Operating knowledge of computers and other related technology
- Experience in working with high need urban children and families
- Experience with handling and successfully reacting to potentially volatile situation

**EFFECTIVE DATE:** September 1, 2022 – June 30, 2023

**SALARY:** \$42,654.00 *[Pending grant approval]*

**CLOSING DATE:** **June 28, 2022**

Please e-mail a letter of interest and list of four (4) references to: [humanresources@troycsd.org](mailto:humanresources@troycsd.org)  
In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.