

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION**

Student and Family Support Associate

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>ELSA STATUS:</u>
Allied Health	C/4/1	Exempt



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Student and Family Support Associate

CLASS SUMMARY:

The Student and Family Support Associate is a standalone class. Incumbents are responsible for identifying and participating in the resolution of social, cultural, health, and human service needs of students and families and serving as a liaison with homeless families including using evidence based curriculum to work with students and families and arranging medical/social services, appointments and transport for students and parents.

Duties include activities such as providing prevention program linkages among student homes, school and the community; providing peer mediation and parent education; collaborating with and providing referral to community agencies on behalf of students and families; providing support during crisis interventions; assisting with behavioral intervention strategies; serving on committees to develop strategies/recommendations; and providing social and prevention services under the direction of administrators, master level social workers, counselors, or teachers.

As assigned to serve as a cultural liaison, duties may also include cultural needs assessments and the development and implementation of conflict resolution strategies and recommendations designed to address cultural diversity-related issues.

The Student and Family Support Associate is distinguished from other allied health classes by the focus on providing professional assistance to teachers, social workers, counselors, and other school personnel in the implementation of prevention programs and cultural and social services for students and families.



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<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Provides education to individuals and groups of students experiencing emotional, social, behavioral, or attendance problems including method of problem solving, peer mediation and other conflict resolution approaches, and referral to appropriate agencies as needed. As assigned as a cultural liaison, assesses student and family issues related to cultural diversity and facilitates resolutions of conflict and other issues associated with cultural diversity.	Daily 30%	C/4
Provides parenting strategy education for parents of students and referral to appropriate agencies as needed.	Daily 20%	C/4
Assists teachers, master level social workers, counselors, administrators and other staff implement programs and services including assessing interventions, evaluating results; and developing prevention goals.	Daily 15%	C/4
Assists students and parents identified with needs such as clothing, food, childcare, and health screenings including home visits.	Daily 10%	C/4
Screens and assists with students referred for prevention programming or other appropriate services including crisis interventions and cultural diversity-related strategies.	Daily 5%	C/4
Prepares and maintains records and documentation.	Daily 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

Bachelor's Degree in social work or related field and two years related experience is required; an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bi-lingual language skill preferred.

Licensing/Certification Requirements:

- AZ Fingerprint Clearance Card.



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Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Behavior management techniques;
- Socio-emotional development principles and practices;
- Child development;
- As assigned as cultural liaison, cultural diversity issues and strategies;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Managing behavioral problems;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Updated by Gallagher Benefit Services, Inc. (Fox Lawson) 5.4.16

