



District Office
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TITLE: Building/At-Risk Student Support Personnel (SSP)	FLSA: Non-Exempt
REPORTS TO: Principal	POSTED: September 18, 2023
RATE OF PAY: Commensurate with Contract - currently \$12.30/hour for building time and \$12.80/hour for At-Risk time	NUMBER OF DAYS: School Year Position
LOCATION: St. Johns Middle School	HOURS: 7.0 hours per day

POSITION SUMMARY

The individual is responsible for providing interventions in reading and academic task completion to students who are not meeting grade level criteria. The SSP is responsible for some supplemental lesson planning based on analysis of data. The SSP will administer and analyze multiple student assessments and data sources. The SSP will complete two-way communication requirements with online students and assist students assigned to the Redwing Academy behavior intervention program. The Building SSP will supervise students in the cafeteria and during transitions as well as cover breaks for other SSP and secretarial staff. The SSP may be assigned to substitute for Special Education SSPs and teaching staff.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Work under the direction of professional staff and work with the literacy team to build a theory of reading, work within this theory and seek assistance as needed
- Provide instructional intervention in reading as directed by the team
- Plan student lessons and activities
- Engage students in lessons
- Responsible for student growth as a member of the instructional team
- Correct student work
- Maintain an orderly classroom environment
- Able to appropriately redirect students’ attention and address behaviors
- Administer assessments that measure student performance in reading in order to make instructional decisions and monitor student progress

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- Record and maintain student data accurately and timely as required for the program
- Review data and make decisions about student entrance and exit into the intervention program in consultation with the teaching team
- Assist with the maintenance of student records
- Relate in a positive manner to students, staff and parents
- Responsible for student safety
- Administer First Aid as necessary
- Carry out requests or directive from the building principal to facilitate the successful operation of a program
- Carry out requests or directives from professional staff
- Collaborate with professional staff to address student needs
- Willingness to participate in ongoing training
- Complete all clerical duties requested by building principal and/or professional staff members
- Perform other duties as assigned by the Superintendent or designated representatives

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- Must have a secondary school diploma or its recognized equivalent
- *Preferred:*
 - Completed two years of study (equal to 60 semester hours) at an institution of higher education or
 - Obtained an associate's (or higher) degree or
 - Passed WorkKeys® test (Passing scores: Reading for Information – 4, Applied Mathematics – 4, Writing – 3) or ETS ParaPro Assessment (Passing score: 460)

EXPERIENCE:

- Crisis Prevention Institute (CPI) training preferred. CPI training will be required.
- Experience with children in a group setting.
- Experience with planning lessons and activities that support a learning environment.
- Experience with using technology, including iPads, laptops, document cameras.
- Worked, volunteered and/or interned successfully in a school setting in the last five years - *preferred.*

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to know and understand curriculum, techniques for integrating curriculum, policies, and effective instructional practices.
- Ability to demonstrate knowledge of, and the ability to assist in, instructing reading, writing and mathematics
- Ability to use software and web applications such as Microsoft Word, Google Docs, Google Sheets, email, etc. for purposes of communicating information, keeping records and completing job related tasks.
- Knowledge of teaching and activity methods used with children; materials/equipment used in group settings of children; principles of child development and behavior of individual children; positive discipline and redirection techniques.

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- Understanding of the teaching/learning process.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to establish warm supportive relationships with the children, recognize illness symptoms, accept and profit from supervision and constructive criticism, develop and maintain working relationships with parents and staff, and thrive in a team-oriented environment.
- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Good organizational skills.
- Excellent understanding of the English language.
- Excellent oral and written communication and human relations skills.
- Ability to maintain confidentiality

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [FastTrack](#).

A completed online application is required for all applicants.

Position will be posted until 4:00 pm on September 25, 2023, or until filled.

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.