

Job Opening Announcement & Job Description



Student Assistance Specialist	
Supervisor: Managing Director, Student Support Services	Division: Student Support Services Location/Assignment: Quincy, WA
Salary Range: \$44,849.00 - \$58,765.00 <i>Salary based on 185-day position</i> <i>Salary range dependent upon experience and expertise</i>	Conditions of work: 8 hours/day 180 days per year - <i>nonexempt position</i>

GENERAL DESCRIPTION:
<p>This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of students as the Student Assistance Specialist for the Quincy School District.</p>
<p>Qualifications:</p> <p>Required:</p> <ul style="list-style-type: none"> • Bachelors’ degree in psychology, social work, education, or other job-related area, or 5 years of job-related experience. • Minimum 2 years proven experience working in education, human services, prevention, mental health, or combination of experience in stated areas. • Willingness to work occasional flexible schedule. • Currently meet, or establish timeline to meet, WA State standards for “prevention/intervention specialists,” pursuant to RCW 28A.170.080, defined as: <ol style="list-style-type: none"> a. Qualified or certified chemical dependency specialist, b. Certified Prevention Professional (CPP), c. Educational Staff Associate (ESA) certification as school counselor, school nurse, school psychologist, or school social worker, d. Licensed psychologist, or e. Licensed children’s mental health specialist. • Valid Washington State Driver’s License. <p>Preferred:</p> <ul style="list-style-type: none"> • Experience working with at-risk children and/or families, and drug/alcohol counseling. • Experience working in the public school and/or juvenile justice system. • Experience conducting student educational and support groups, and presenting adult/youth training in substance abuse. • Bilingual/bicultural preferred <p>Skills, Knowledge, and/or Abilities:</p> <ul style="list-style-type: none"> • Ability to record data, submit complete paperwork on time. • Knowledge of adolescent substance abuse prevention/intervention strategies. • Demonstrates excellent written and verbal skills. • Demonstrates outstanding customer service skills both over the phone and in person. • Relates and communicates effectively with others. • Portrays positive attitude and independent problem solving. • Understands and carries out oral and written directions efficiently and effectively. • Demonstrates basic use skills in software application to include MS Word, MS Excel, MS Outlook 2013. • Demonstrates familiarity with office and desktop technology, i.e. web browser, scanner, digital camera, LCD projector. • Exercises confidentiality and displays loyalty and integrity.

<p>Timeline:</p> <p>Position opens: January 15, 2019</p> <p>Position closes: January 29, 2019</p> <p>Screening & Interviews as soon as possible</p> <p>Position begins as soon as possible</p>

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

Program Development:

- Use online data system to identify at-risk students and outreach to families to provide on-going support services.
- Act as an advocate of transition students; provides consultation and training regarding delinquent youth to education program staffs as needed; may serve as liaison between parents and education programs
- Work with school administrators to implement substance abuse and drop-out prevention/ intervention student assistance programs.
- Organize, coordinate, and present in-service training for district staff, students, parents, and community members.
- Communicate and solicit assistance from county prevention officials, law enforcement personnel and related social service agencies that address substance abuse prevention in youth.

Student Services and Coordination:

- Assess at-risk student/youth needs and develop individualized youth service plans for dropout prevention.
- Conduct student drug and alcohol screenings and educational support groups.
Provide intervention to students who have, or demonstrate the potential to have, substance abuse problems.
- Work with youth to identify barriers to student success in the school and community and connect and refer youth to appropriate community resources and services
- Develop an educational plan in collaboration with school-of-origin staff that provides progress toward successful graduation. Monitor progress and daily attendance of at-risk students at school and community-based services and/or work.
- Maintain communication with teachers on missing assignments, grades, and support services, as applicable.
- Outreach and assist families to overcome barriers to academic success/contributing community member, provide information and guidance to parents on effective parenting strategies to support his/her child to be successful.
- Serves as a resource, as requested by the supervisor, to community agencies or parent organizations dealing with substance abuse and violence prevention programs.

Curriculum:

- Implement Project SUCCESS, an evidence based program, including the Prevention Education Series lessons annually to students in assigned district and the required educational support groups to referred students.
- Assist local districts to select and implement student substance abuse prevention curriculum that meets their needs.
- Serve as a resource to classroom teachers and building administrators regarding substance abuse and violence prevention information and best practices.
- Assist with the administration of every-other-year health behavior survey, Healthy Youth Survey.

Professional Growth and Responsibilities:

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

- Other duties as assigned by the Managing Director of Student Support Services or Superintendent.

Physical Demands

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

All completed packets must be submitted on-line and include:

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)