

Job Opening Announcement & Job Description



Student Assistance Professional Serving Lake Chelan School District

Supervisor: Student Assistance Program Coordinator	Division: Student Safety & Well-Being Location/Assignment: Lake Chelan School District
Salary Range: \$47,407.00 - \$54,979.00 (level 1) \$51,155.00 - \$59,324.00 (level 2) <i>Salary based on 185-day position</i> <i>Salary range dependent upon experience and expertise</i>	Conditions of work: 185 days per year/8 hours per day <i>non-exempt position</i>

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking dynamic team players interested in making an impact in the lives of students as the Student Assistance Professional for districts in Chelan, Douglas, Grant and Okanogan Counties.

Qualifications

Required:

- Associate's degree (preferred in Human Services, Youth Development, or Addiction Counseling) with 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 an occasional flexible schedule.
- Valid Washington State Driver's License.

Preferred:

- Bachelor's or Master's degree in related field
- 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 and/or bicultural

Skills, Knowledge, and/or Abilities:

- Rapport-building, empathy, and inclusive caring with/for youth of all backgrounds and behaviors.
- Knowledge of childhood and adolescent development, the impact of adverse childhood experiences, and proven youth 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.
- Ability to track and record performance data, submit complete paperwork on time.
- Understands and carries out oral and written directions efficiently and effectively.
- Demonstrates skills for use of software applications, including MS Office apps, Google apps, and video conferencing.
- Familiarity with office and desktop technology.
- Exercises confidentiality, and displays professionalism, loyalty, and integrity.

Timeline:

Position opens: September 9, 2021
Position closes when filled
with first screen at 12 pm on September 23, 2021
Screening & Interviews as soon as possible
Position begins as soon as possible

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 Implementation:

- Use online data systems to identify at-risk students and outreach to students/families to provide on-going support services.
- Use online data systems to track performance and student information/outcome data.
- Act as an advocate for students; provide consultation and training regarding youth behavioral health to education program staff as needed; serve as liaison between parents and education programs
- Work with school administrators to implement student assistance prevention/intervention strategies.
- Organize, coordinate, and/or present relevant training regarding youth behavioral health to district staff, students, parents, and/or community members.
- Communicate and solicit assistance from county prevention coalitions, law enforcement personnel, and social service and health agencies that address behavioral health and wellness in youth.

Student Services:

- Assess student/youth needs and develop individualized youth service plans for behavioral health.
- Conduct student behavioral health screenings and educational support groups.
- Provide intervention and referral to other professionals to students who have, or demonstrate the potential to have, behavioral health problems.
- Work with youth to identify and overcome barriers to student success in the school and community.
- Develop an individualized intervention plan in collaboration with the student and school staff/multi-disciplinary teams (MDTs) that supports progress toward successful graduation.
- Facilitate student communication with teachers on missing assignments, grades, and support services, as applicable.
- Outreach and engage families to overcome barriers to academic success. Provide guidance to parents for effective parenting strategies to support their youth to be successful.
- Serve as a resource, as requested by the supervisor, to community agencies or parent organizations that focus on youth behavioral health.

Curriculum:

- Implement evidence-based student assistance prevention/intervention strategies and programs, including classroom presentations/lessons to students in assigned schools and facilitating educational support groups for students.
- Assist local districts to select and implement student behavioral health curriculum and strategies that meet their needs.
- Serve as a resource to classroom teachers and building administrators regarding behavioral health promotion and intervention best practices.
- Assist with registration and administration of health behavior survey, the 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 one year old)
- Sexual Misconduct Form

[Click here to apply](#)