

Job Opening Announcement & Job Description



Student Assistance Professional Serving Ephrata School District

Supervisor: Student Assistance Program Coordinator	Division: Student Safety & Well-Being Location/Assignment: Ephrata School District
Salary Range: \$50,490.00 - \$58,553.00 (level 1) \$54,480.00 - \$63,181.00 (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 a dynamic team player interested in making an impact in the lives of students as the Student Assistance Professional for Ephrata School District.

Qualifications

Required:

- Associate's degree (preferred in Human Services, Youth Development, or Addiction Counseling) with 5+ years of recent job-related experience.
- Minimum 2-years proven recent 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 (can substitute for 2 years of job-related experience).
- Recent experience working with at-risk children and/or families, and drug/alcohol counseling.
- Recent experience working in the public school and/or juvenile justice system.
- Recent 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: August 16, 2022
Position open until filled
Screen after 12 noon on August 30, 2022
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.

Due to Governor Inslee's proclamation 21-14.1 dated August 20, 2021, all NCESD employees are required to provide proof of COVID-19 vaccination or provide supporting documentation for a valid health or religious exemption. New hires will need to provide such documentation on or before their first day of work.

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 Student Assistance Program Coordinator 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](#)