

Family & Student Support Coordinator Job Description & Tasks

Purpose

The coordinator would work with parents, students, and staff to develop and implement cross-agency supports, interventions, and student programs that promote academic achievement, skills to minimize disciplinary and truancy issues as well as improve character education and graduation rate.

Daily Tasks

- Be visible, create rapport and healthy relationships with all students and staff. Determine when are the best times, each day for each building to make to visit with students in need
- Be an active participant in our corporation and building systems: Professional Learning Communities, Positive Behavior Incentives, Career Pathways, Work Based Learning Skills

Tasks As Needed

- Work side by side with students on Anti-bullying education; Plan bullying prevention training for students via assembly or other preventative means
- Work with students and families as a support person. Provide assistance securing resources that pertain to student need
- Help students create alternate ways to deal with stress, disciplinary issues and trauma
- Help create and promote restorative practices for students needing to re-integrate back into the general population
- Work with students/families who have a student facing expulsion. Assisting in communication and transition plans
- Work with families to get paperwork & create supports for students who have been in-patient care
- Assist with students that qualify [McKinney-Vento](#) and meeting their needs
- Assist with having students complete Scholar-Track for 21st Century students
- Work with families, school staff and outside professionals when students are in crisis. Help to create safety plans and be a liaison for families to keep students on track academically

Requirements:

1. Strong communication and interpersonal skills, with the ability to effectively interact with students, teachers, and parents.
2. Ability to follow directions and work collaboratively as part of a team.
3. Flexibility and adaptability to meet the evolving needs of the classroom and students.

How to apply:

Resumes should be submitted electronically to Mr. Monty Kirk at mkirk@nvc.k12.in.us or dropped off at the front desk of NVHS.