

JOB TITLE: Middle School Care Coordinator

DEPARTMENT: Middle Schools

REPORTS TO: Building Principal

FLSA STATUS: Exempt

SALARY: Teachers Salary Schedule

REVIEW DATE: June 2022

Note: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

POSITION SUMMARY (*Primary purpose of job, why the job exists at Parkway*)

SPHERE AND SCOPE OF INFLUENCE (*Supervisory scope, district impact and budgetary responsibility*)

ESSENTIAL DUTIES (*Major duties which the position exists to perform*)

1. Manage a caseload of students with social/emotional and/or mental health needs.
2. Research and implement evidenced-based proactive approaches and interventions to support student development.
3. Coach staff around evidenced-based proactive approaches and interventions to support student development.
4. Assist staff with proactive behavior strategies that will help students stay in class and engaged in learning.
5. Collaborate with school teams to identify the social-emotional and/or mental health learning needs of students and to problem solve and develop best practices/interventions for continuous academic, social/emotional, mental health and behavioral growth.
6. Collaborate with school teams to identify the academic learning needs of students and provide appropriate interventions.
7. Deliver on-going support and progress monitoring for each student on their caseload.
8. Assist staff in the implementation of student social-emotional, mental health, academic and behavioral support plans.
9. Collect and use data for planning and monitoring of student support plans.
10. Participate in and/or lead problem-solving and monitoring team meetings related to students served.
11. Assist staff and students in behavioral crisis situations.
12. Work collaboratively with children, families, staff, Director of Social Emotional Support Services and other district personnel in support of the whole child.
13. Communicate with families and systems of care regarding treatment.

14. Implements parent sessions as needed.

MARGINAL DUTIES (*“Non-essential” duties which are NOT critical to the position, but which the incumbent may be asked to perform*)

SUPERVISORY RESPONSIBILITIES

QUALIFICATION REQUIREMENTS (*Minimum educational requirements, licenses, skills and months / years of on-the-job experience required*)

1. Hold any current Certification as a Licensed Professional Counselors (LPC), Social Worker, School Psychologist, or School Counselor.
2. Experience working with adolescents in a number of settings.
3. Evidence of strong knowledge of child development, social/emotional, mental health and behavioral interventions.
4. Ability to communicate effectively with a variety of school and district personnel.
5. Exercises sound judgment on sensitive issues.
6. Ability to problem solve and collaborate with others in the school setting.

PHYSICAL DEMANDS

Able to move in and around district buildings and campus locations (*refer to the Physical Demands Profile if applicable*)

MENTAL DEMANDS

Ability to maintain confidentiality; communicate clearly both orally and in writing
Interact with a wide variety of persons in a challenging setting.

ENVIRONMENTAL CONDITIONS

Typical office conditions

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Signatures:

	Date:	
Chief Human Resources Officer		

	Date:	
Director of Human Resources		

	Date:	
Director/Manager		

	Date:	
Employee		