



## **JOB DESCRIPTION**

<b>Job Title</b>	McKinley Charter School Support Services Facilitator
<b>Department</b>	Teaching and Learning
<b>Reports To</b>	Principal
<b>Classification</b>	Certified
<b>Location</b>	McKinley Charter School
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	189 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

The McKinley Charter School Support Services Facilitator provides leadership and coordination for the support services component of McKinley Charter School (MCS); serves as an advocate for the students and families in the credit and competency component; provides coordination, planning, and implementation of appropriate support services.

## **Essential Job Functions**

- Provides leadership in implementation of behavior models utilized by the school and District.
- Advocates for services for students and families.
- Locates and makes appropriate referrals for community resources available to McKinley students and families.
- Provides individual and group counseling to students and families.
- Plans and co-facilitates student groups.
- Models appropriate counseling ethics, knowledge, and skills.
- Maintains frequent and consistent parent contact.
- Makes home visits as appropriate.
- Identifies, plans, and coordinates referrals to outside agencies to secure services and follows up on provision and impact of referrals.
- Collaborates with area service providers.
- Conducts effective, ethical consultations with staff, families, principal, and outside agencies/providers.
- Works with staff as they assist students who are working on behavior and academic plans.
- Plans and/or writes effective social/emotional curriculum to meet the needs of students.
- Develops and oversees support services and resource center components of MCS for families, students, and staff.
- Identifies, plans, and coordinates after school activities for MCS students and families including four parent nights per year.
- Facilitates the establishment of a parent component (i.e., support group, training, etc.)

- Assists students as they attempt to fulfill community service hours, court dates, and court orders.
- Maintains appropriate record security and confidentiality of school records.
- In collaboration with MCS teachers, develops a post-secondary plan for each student.
- Oversees job placement services for student work experiences.
- Maintains working knowledge of models utilized at MCS.
- Transfers appropriate levels of counseling knowledge/skills to students, families, and staff.
- Assists with or conducts professional development activities for staff.
- Establishes and maintains a record keeping and record retention process for behavioral records, student behavior plans, and court orders to match legal requirements and the local standard of care.
- Develops and maintains a counseling and referral record keeping process.
- Writes grant applications as appropriate.
- Implements secured grants as directed by the MCS principal.

#### **Ancillary Job Functions**

- Performs other related duties as assigned.
- Attends additional training as directed.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of a school counselor, psychologist, school social worker, or special education teacher license issued by the Wisconsin Department of Public Instruction.
- NCI certified or must obtain certifications as soon as practical after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master's degree in guidance and counseling, psychology, social work, or a related field.
- Successful counseling experience at a high school or post-secondary level.
- Experience working with students in an alternative education program.
- Valid driver's license and ability to obtain ECASD clearance to transport students.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent verbal/written communication and listening skills.
- Strong organizational and planning skills.
- Ability to work effectively with individuals and groups.
- Knowledge of at-risk students and alternative education programs.
- Ability to work a modified/flexible schedule including hours outside of the school day.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to frequently talk and listen.