

Position Title: **At Risk Facilitator/Instruction/Behavior Coach**

Reports To: K-12 Principal

Position Objective: Responsible for monitoring and enhancing the quality of student life at the Forest Park School District including student focused social and emotional health and student behavior.

**MINIMUM QUALIFICATIONS:**

1. Administrative license or a master's degree in a program specializing in administration, curriculum and instruction, or educational leadership
2. Successful teaching experience or experience working in a school environment (minimum 10 years' experience in teaching or administration preferred)
3. Technology skills

**REQUIRED SKILLS:**

1. Ability to develop relationships with adults and students.
2. Ability to interpret and analyze data
3. Ability to interact and communicate effectively with a variety of audiences and individuals
4. Ability to interpret and administer board policy, administrative procedures and State Law

**PERFORMANCE RESPONSIBILITIES/SPECIFIC JOB RELATED TASKS:**

Shares with principal the responsibility for protecting health and welfare of students

**Duties:**

- Assists students in establishing high standards of conduct
- Properly addresses the improvement of student attendance (truancy) and emotional health
- Helps to identify and provide additional services to at-risk students
- Reports illegal acts to the proper authorities
- Assists in administering school safety
- Provides input for professional services referrals
- Provides input for profession development of staff
- Advises on modifications of program to meet individual student needs
- Meets regularly with Administrative Team
- Assists new students in transitioning to school
- Serves as a liaison between school and home
- Supports instructional staff with curriculum development, mapping, and revisions
- Provide instructional coaching/modeling for classroom teachers
- Work with the guidance counselor to provide behavior coaching for students
- Assist the principal with student discipline
- Provide support for special education students and teachers (IEP's, parent meetings, etc.)

Desirable Qualities:

The at risk facilitator and instruction and behavior coach will be able to recognize and celebrate student accomplishments, articulate a clear vision for student achievement, develop meaningful social and emotional goals for individual students, promote high expectations, uphold a professional standard of conduct, manage time effectively, assist staff in the overall social and emotional health of students, uses technology effectively, maintain excellent communication skills, be accessible and engaging with staff and students, and generate enthusiasm for the collaborative efforts of our school.