



PAUL
PUBLIC CHARTER SCHOOL

Student Support Technician (SSTech)

Description:

The **Student Support Technician** will assist their assigned scholar throughout the school day by making the learning and daily activities accessible for the scholar. Student Support Technician, under the direction of Assistant Director of Special Populations, Student Support Coordinator and Case Manager will assist with specialized instruction and related services for scholars with significant academic deficits and/or emotional disorders, autism, developmental delays in one or more areas, intense behavioral challenges, multiple learning problems, and other related disorders.

Major Duties and Responsibilities

- Support the vision of the Student Support Services department and the priorities and student well-being.
- Maintain close proximity with the assigned scholar at all times.
- Assist the scholar to participate in lessons, daily activities, and assessments.
- Support scholars with independent work using materials provided by teachers.
- Implement prescribed behavioral strategies and positive behavior support in all settings.
- Provide dedicated aide services as outlined in the scholar's IEP
- Accompany and/or assist the assigned scholar during related service sessions (speech therapy, occupational therapy, behavior support, etc) as needed.
- Gather written observations and input them into a daily tracker, Deanslist, or other assigned document.
- Accompany and support the scholar upon entering the school in the morning, throughout the day, and until afternoon dismissal.
- Support students in crisis to provide intervention assistance and responsive strategies.
- Collaborate with school staff and provide support, interventions, and resources for students and families.
- Advocate for the use of instructional strategies, materials, and resources found to be a "right fit" for assigned scholars.
- Support on-time daily attendance for the scholar
- Other duties as assigned.

Collaborate with Teaching Team and Special Education Team

- Collaborate with the Case Managers, Teachers, and the Student Support Coordinator (SSC) in the planning and management of lessons and assignments that the scholar will be completing independently and with support.
- Provide regular communication about scholar's development to the Case Managers, Culture team, and Student Support Coordinator.
- Attend meetings (e.g. IEP, BIP, MDT) for the assigned scholar
- Provide scholar updates and progress with the case manager for parent communication

Assist in Data Collection and Record-Keeping

- Participate in training related to data collection and assessment.
- Gather written observations and input them into a daily tracker, Deanslist, Powerschool, or other assigned document.
- Discuss observations with the Case Managers, Culture team, and Student Support Coordinator.
- Analyze data and scholar needs to make adjustments for scholar success

SSTech 2 Requirements:

*12 month employee

- High school diploma is mandatory
- College Degree strongly recommended
- Associate's degree or 60 hours of college credit recommended
- Demonstrate computer literacy skills
- Possess the ability to function effectively both independently and as a team
- Demonstrated efficacy in the Student Support Tech 1 Position
- Deep interest in child growth, development, and welfare
- Experience working with scholars with disabilities is strongly recommended

SSTech 1 Requirements:

*Hourly position

- High school diploma is mandatory
- Associate's degree or 60 hours of college credit is strongly recommended
- Demonstrate computer literacy skills
- Possess the ability to function effectively both independently and as a team
- Deep interest in child growth, development, and welfare