

COVERT PUBLIC SCHOOLS

35323 M-140 HIGHWAY
COVERT, MICHIGAN 49043



Vision – Covert Public Schools empowers diverse students to achieve, innovate and lead in our global community.

Mission – Help students construct knowledge; using research based strategies in a safe supported environment that nurtures innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to challenges.

POSITION: Student Services/Community Liaison

REPORT TO: PK – 12 Principals

HOURS: Monday through Friday
7:00 -3:30 pm
(May require additional extended hours)

POSITION:
To assist students with appropriate problem-solving skills and empower families to support their children’s success in school.

QUALIFICATIONS:

1. Must possess a Bachelor’s Degree.
2. Must be fluent in Spanish.
3. Required experience working in diverse educational setting.
4. Work with students, families, school personnel to ensure student success for at risk students.
5. Trained in Restorative Practices.
6. Must possess a valid driver’s license (with a good driving record).
7. Completed Capturing Kids’ Hearts (CKH) 1 and 2.

RESPONSIBILITIES:

1. Instruct students with behavior problems in self-control skills.
2. Teach them how to observe their own behavior, recognize the effects of their behavior, and help them to make better choices.
3. Reinforce student success.
4. Teach pro-social skills.
5. Keep records on all students who come to student services.
6. Assist in connecting students to school and community.
7. Create and communicate the outcome of student behavior plans with all parties involved: parents, teachers, administrator and student.
8. Maintain written record of all contracts with students, parent, school personnel and community agencies.
9. Assist teachers and teams in developing appropriate plan expectations and forms.

10. Attend parent conferences and other meetings as requested.
11. Attend staff meetings when general school business or discipline issues are being discussed.
12. Be able to input In-School Suspension data into a computer database.
13. Call parents of students who enter In-School Suspension or student services.
14. Demonstrate ability to work with at-risk and troubled youth.
15. Must have good communication and listening skills.
16. Experience working with a culturally diverse student body.
17. Knowledgeable in adolescent growth and development.
18. Ability to assist students in core academic assignments.
19. Administer after-school, lunch and or Saturday Detention.
20. Support ELL Students.
21. Telephone parents on disciplinary matters when necessary.
22. Assist students with school work.
23. Solicit student work from classroom teachers and deliver work to classroom teachers.
24. Must be familiar with elementary, middle and high school handbook and district guidelines.
25. Complete monthly and yearly discipline report.
26. Make home visits.
27. Contact truancy officer or Sheriff's Department for students who have attendance issues.
28. Work with summer recreation, summer school and summer youth employment programs.
29. Work and assist with evening events.
30. Accept all other duties as assigned.

ADDITIONAL WORKING CONDITIONS:

1. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

All Interested Persons Please Submit Resume to:

Covert Public Schools
Attn: Celinda Gilmore gilmorec@covertps.org
35323 M-140 Highway
Covert, MI 49043
www.covertpublicschools.org

Dr. Bobbi Morehead, Superintendent

Posted: October 27, 2017

Posting Period Ending: Until Filled

