

JOB DESCRIPTION

POSITION TITLE:

High School Progress Monitor/Student Wellness Coordinator

SUPERVISION:

PCHS Administration

JOB SUMMARY:

Coordinate multi-tiered support services for the students of Park City High School.

ESSENTIAL FUNCTIONS*:

1. Serves as intake point for all student wellness concerns (excluding concussion management).
2. Collects, manages, and monitors student data for Response to Intervention (Rtl) / Pyramid of Interventions Team (PIT) meetings.
3. Facilitates student wellness response teams (School Study Team [SST]/Collab, Rtl/PIT) including contacting all participants, scheduling meetings, preparing student data for review/analysis, and conducting meetings.
4. Serves as a liaison for students, counselors, teachers, parents, and staff that participate in Rtl, MTSS/PIT, and 504 meetings.
5. Serves as Section 504 Case Manager monitoring PCHS student caseload. Tracks student progress, liases with students, counselors, teachers, and parents for Section 504 case management.
6. Supervises and coordinates Check and Connect mentoring program. Includes training, implementation, and monitoring of the program. Collects and communicates Check and Connect data with teacher mentors and the Academic Tracker.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HOURS

- Cannot exceed 29.5 hours
- 184 days per year
- Not benefits-eligible

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; developing effective working relationships; and teaching and working directly with children, effective discipline and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, regulations and/or personnel processes; teaching and supervising children; programming for children; and office equipment/software.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Working Environment

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 5% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

Experience

Education Equivalency

Job related experience is required.

Targeted job related education that meets organization's prerequisite requirements.

Required Testing

None Specified

Continuing Educ. / Training

Maintain current Certificates

FLSA Status

Non Exempt

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade

Classified K