



City Garden Montessori School Family Support Coordinator/School Social Worker

Providing holistic support to our students and families is core to our school model, the Family Support Coordinator will have the responsibility of coordinating counseling, social-emotional and wrap-around services for City Garden students and families.

The Family Support Coordinator will:

- Provide counseling and individualized intervention support for students
- Coordinate family and student resource support
- Promote and coordinate relationship and community building at City Garden
- Support social-emotional assessment and education

The Family Support Coordinator will contribute to a positive, trustworthy, and respectful climate that has consistent expectations for all. The Family Support Coordinator will build relationships, communicate proactively, and advocate continual growth while maintaining a student-centered focus.

Responsibilities

Counseling and Individualized Intervention Support

- Provide direct counseling and, if needed, coordinate outside counseling services
- Coordinate parent and teacher consults regarding counseling and facilitating consent paperwork for all counselors
- Support student/family processing and interventions as needed (emotional dysregulation in class, death/divorce in family, etc.)
- Provide conflict mediation between students
- Coordinate risk assessments and safety planning (and referral for Behavioral Health Response evaluations or other applicable levels of care when needed)
- Participate in Student Support Team and support implementation of Student Support Team plan interventions
- Recommend counselor, psychiatrist, and evaluation referrals, and provide support completing, navigating, and interpreting outside assessments and evaluations (attend with family at times)
- Coordinates all 504 plan meetings and the creation of the 504 plans; communicates with parents, school staff, and administration about 504 plan needs and issues

- Mandated reporting - explore potential child abuse/neglect situations and report if mandated (support for staff member if staff member is reporting)
- Assess incidences at school involving private parts - teacher consultation, parent notification/consultation, safe touch education for student
- Maintain documentation of all counseling sessions, interventions, consults, interactions with families, etc. as well as complete students (in SPED) IEP quarterly progress reports

Family/Student Resource Support

- Research and recommend community resources, and provide assistance navigating those resources such as utility assistance, housing, med. insurance, glasses, food assistance, diapers, legal aide, holiday assistance program coordination, furniture, tutoring programs, etc.
- Coordinate resource distribution from family assistance budget; ensuring the school Principal is fully informed, and provides approval for any expenditures
- School-wide resource/opportunity coordination
 - attendance tracking, absence/late arrival support, and follow-up with chronic absence issues
 - hearing/vision screenings and follow up
 - dental care van visits and follow up
- Coordinate custody issues, orders of protection, safety planning:
 - meet with family
 - request/review legal paperwork
 - communicate to relevant staff
- Serve as McKinney-Vento liaison and Foster Care Point of Contact
- Provide appropriate documentation on homeless, foster care and migrant students to the Director of Curriculum and Instruction in accordance with Missouri Department of Elementary and Secondary Education requirements

Social-Emotional Learning (SEL) Assessment and Education

- Provide support and coordination regarding SEL curriculum, resources and assessment, including, but not limited to:
 - Individual lessons
 - Small -group lessons
 - Classroom lessons
- Participate in Panorama research, planning meetings, student survey proctoring, and professional development trainings

*In order to fulfill these responsibilities, **the ideal** Family Support Coordinator candidate will also:*

- Have strong rapport with young children and their parents and guardians
- Be familiar with Montessori education, and aligned to Montessori's holistic approach to child development
- Have a strong grounding in anti-bias education and antiracist values and principles, and is excited to be part of a school that is reimagining education through these lenses
- Have an ability to meet people where they are, build and nurture strong relationships, collaborate across stakeholders, build community, and lead with empathy

- Be deeply committed to both whole-child education and academic rigor, having proven success and outcomes in meeting children's needs holistically and supporting high academic achievement for children of all backgrounds
- Be excited to engage deeply with students, teachers, staff and families as partners
- Love to learn, have a sense of egoless-ness, be open to feedback, have an extreme growth mindset, and will always place children at the center of decisions and actions

Qualifications

Candidates must meet the following requirements:

- Master's degree in Social Work or Counseling
- School social work experience working in K- 8 public education setting
- Experience providing counseling services to children and their families
- Experience connecting families to wrap around support services and resources
- Be child-centered, flexible, and willing to do whatever it takes for our students
- Have excellent relationship-building skills
- Have strong verbal and written communication skills
- Be highly organized
- Proficiency with MS Office Suite, Google Chrome, and knowledge of education records systems

Preferred/Additional Skills

Training in systemic racism, dismantling racism and addressing privilege (must have a firm grasp of anti-bias/anti-racism language and framework)

Environment

Working Conditions

Indoor school environment, with the majority of work performed at a desk or sitting, with travel to and from individual classroom locations.

Physical Demands

Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain student records files. Nature of work requires an ability to operate standard office equipment (telephone, computer, printer/copier). Have the ability to stand, bend, reach high and low, stoop, and walk around, and sit on the floor for periods of time. Be capable of physically assisting students as required (positioning, lifting, transferring, restraining, etc.), up to 50 lbs.

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.