

ST. HELENS SCHOOL DISTRICT #502  
POSITION DESCRIPTION  
**STUDENT INTERVENTION PROGRAM (S.I.P.)**

Report to: Principal  
Date: October 2018

Prepared by: St. Helens School District  
Approved by: Superintendent

**SUMMARY:** This individual will support the school's Trauma Informed Care work. The main function of this role will be to support students struggling to maintain and develop self-regulation. The S.I.P. Coordinator will push into classrooms to support interventions in the classroom such as a wellness corner or assist students in accessing sensory or calming activities in a wellness room within the school so that the student is ready to re-engage in classroom instruction. The S.I.P. Coordinator will work closely with the principal regarding student behavior intervention plans and will coordinate information with teachers and staff.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- 498834232. High School diploma or General Education Degree (GED).
- 498834233. Ability to communicate orally and in writing with students, teachers and administrators.
- 498834234. Ability to work as a team with teachers and administrators, and follow through with decisions made.
- 498834235. Demonstrate initiative and motivation.
- 498834236. Have working knowledge of the developmental needs of students and the ability to communicate successfully and develop rapport with students.
- 498834237. Enter data and generate reports from the web-based computer program.
- 498834238. Ability to set consistent time limits as well as to provide understanding of those struggling with behavioral issues.
- 498834239. Experience and training working with students struggling with emotional and behavioral issues.
- 498834240. Maintain an Oregon Driver's License.
- 498834241. Other qualifications as deemed necessary by the Superintendent.

**SUPERVISORY RESPONSIBILITIES:**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties of the position shall be, but not limited to the following. The Superintendent and/or the Principal may designate additional duties.*

- 502645696. Provide student self-regulation support in the classroom.
- 591473177. Support student's accessing a wellness corner or wellness room's sensory and calming tools as well as other interventions designed to help students regulate their emotions.
- 591473178. Develop trusting relationships with students and staff to best support their needs.
- 591473179. Implement and support behavior intervention plans.
- 591473180. Communicate closely with principal regarding student behavior intervention plans.
- 591473181. Coordinate information with teachers and staff seeking input.
- 591473182. Communicate to teachers and administrators regarding student progress.

591473183. Maintain records and document successful intervention strategies.  
 591473184. Act as a resource and support for teachers.  
 591473185. Provide weekly reports of S.I.P. activities as directed.  
 591473186. Other duties may be assigned by the administration.

**SALARY:** As negotiated in the OSEA agreement.

**EVALUATION:** In accordance with negotiated OSEA agreement and district policy.

### PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

**In an 8-hour workday, this job requires:**

**R** - Rarely (Less than .5 hr per day)

**F** - Frequently (2.5-5.5 hrs per day)

**NA** - Not Applicable

**O** - Occasionally (.5-2.5 hrs per day)

**C** - Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching Overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling (Maximum Weight: 40 lbs)		X			
*Lifting/Carrying (Maximum Weight: 40 lbs)		X			

ST

**OTHER:** *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_