

Gahanna-Jefferson School District Position Description

Position Title: SMART Lab Facilitator
Reports To: Building Principal & Administrator of School-Based Prevention & Counseling
FLSA Status: Non-Exempt
Revision Date: December 18, 2019

SUMMARY: Facilitates the SMART (Stress Management and Resiliency Training) Lab by providing behavioral support for students, creating and maintaining a positive environment, engaging students in restorative practices, and assisting students in the development of social/emotional skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Facilitates day to day operations in the SMART Lab.
- Creates and maintains a positive environment for students that provides a safe space for them to decompress, de-escalate and feel supported.
- Implements restorative practices directly with students who are struggling with behavioral difficulties.
- Under the direction of administration and/or the school counselor, explicitly teaches social/emotional skills needed to students for their success such as stress management, conflict resolution and emotional regulation.
- Helps to de-escalate students who are demonstrating heightened behavior.
- Forms positive, supportive relationships with struggling students in an effort to build their resiliency and increase their success in the school setting.
- Helps students process incidents of concern and identify alternative positive behavior choices and plans for the future.
- Collaborates and communicates with building administration, counselors and teachers on student behavior and student time in the SMART Lab.
- Demonstrates an understanding of or has a willingness and desire to be trained in Trauma-Informed Care and Conscious Discipline.
- Ability to understand and effectively work with technology.
- Under the direction of administration and/or the school counselor, collects and reports student data.
- Maintains ethical standards, as required by the Ohio Department of Education and individual licensing boards.
- Ability to perform duties with awareness of all District requirements and Board of Education policies and procedures.
- Other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent.
- Some college preferred, but not required.
- Experience working with children preferred, but not required.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Educational Aide Permit through the Ohio Department of Education.

LANGUAGE SKILLS:

- Ability to effectively communicate information to administrators, teachers and counselors.

PHYSICAL DEMANDS: The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk and hear. Specific vision abilities required by this job include close vision and distance vision. Frequent driving is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is interactive in nature. This may include small group meetings, one-on-one discussions, and frequent visitations from District personnel and members of the community.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.