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# Example of Student Support Job Description

Our company is searching for experienced candidates for the position of student support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for student support

* Works with faculty and staff to identify students having academic problems, including attendance issues, and strives to overcome these issues to promote student success and retention
* Attends meetings and contributes to college committees
* Visit the homes of students to meet students and their families in their home environment
* Participate on the Administrative Team, led by the school’s CEO
* Work in a partnership with the Director of Teaching and Learning to support teachers, staff, and students, collect data to set school goals
* Lead school faculty and staff in Professional Development related to Special Education and English language learning
* Consult and plan with the EL school designer
* Attend TAT, RTI, and Team meetings as needed
* Collaborate with the Admissions Team to educate prospective families on Special Education and ELL programs at OSACPS
* Attend evening events including Admissions Events, Celebrations of Learning, Student-Led Conferences, Exhibition Nights, Passage Portfolio Presentations, Board of Trustee meetings, Graduation

## Qualifications for student support

* Demonstrated knowledge of retention practices and techniques
* Demonstrated knowledge of advising services
* Demonstrated knowledge of the principles of exemplary customer service demonstrated through actively listening, acknowledging, and responding to every inquiry
* Experience in collaborating with other student retention services
* Certified in Special Education (Required)
* Experience teaching in a public middle school and high school (Preferred)