

Staffing Considerations

Related Services Clinic, Student Services Center and Library

Overview of Services:

Related Services Clinic:

The clinic provides an in-person option for the delivery of related services outlined in a student's IEP. The Related Services Clinic will provide Mental Health/Counseling, Speech & Language, Occupational & Physical Therapy, BCBA Supports, Hearing and Vision Support and Orientation and Mobility Training by appointment.

Psychoeducational evaluations and reevaluations will be conducted by appointment only.

Student Services Center:

In-Person: Provides evening hours will be available for students to access help related to their classwork and assignments

Virtual: Provides access to “additional help” during the school day for students in Grades K-12

Library Book Distribution:

The distribution of books will allow students to have access to books/reading materials while we are in a virtual environment.

Related Services Clinic Staff & Responsibilities

# Needed	Position	Key Responsibilities
1	Coordinator	<ul style="list-style-type: none"> • Handle all day-to-day operations • Collaborate daily with Special Education Supervisors • Serve as liaison between therapists and supervisors • Communicate and answer questions for parents /guardians
2	Scheduler	<ul style="list-style-type: none"> • Review registration form/information with parents/guardians • Schedule time slots for appointments • Confirm all paperwork is complete (medical form; transportation referral; reminder emails sent with appointment information) • Appointment schedule sent to attendance office weekly • Collaborate with therapists delivering virtual sessions for accountability
2	Receptionist	<ul style="list-style-type: none"> • Manage arrivals/departures calls from parents/guardians • Answer calls related to the clinic and student services center • Confirm health form has been completed daily • Update attendance office if student does not arrive for appointment
1	Waiting Supervision	<ul style="list-style-type: none"> • Supervision of students waiting for bus/parent pickup or therapy session • Assisting with arrivals and departures
1	Lobby Check-in	<ul style="list-style-type: none"> • Greeting students and checking them in for therapy session(s). • Completion of daily ticket with student's therapy schedule • Maintaining records for all therapists
2	Student Assistance	<ul style="list-style-type: none"> • Walking students to therapy rooms and monitoring social distancing

Related Services Clinic & Student Services Center

(In Person - Shared Staff/Responsibilities)

# Needed	Position	Key Responsibilities
1	Coordinator	<ul style="list-style-type: none"> • Handle all day-to-day operations • Collaborate daily with Administrators of RSC & SSC • Serve as liaison between therapists, tutors and administrators • Communicate and answer questions for parents/guardians
1	Scheduler	<ul style="list-style-type: none"> • Review registration form/information with parents/guardians • Schedule time slots for appointments at clinic or center • Confirm all paperwork is complete (medical form; transportation referral; reminder emails sent with appointment information) • Communicate with coordinator daily
3	Receptionist	<ul style="list-style-type: none"> • Manage arrivals/departures calls from parents/guardians • Answer calls related to the clinic and student services center • Confirm health form has been completed daily • Update attendance office if student does not arrive for appointment
1	Waiting Supervision	<ul style="list-style-type: none"> • Supervision of students waiting for bus/parent pickup or therapy session • Assisting with arrivals and departures
1	Lobby Check-in	<ul style="list-style-type: none"> • Greeting students and checking them in for therapy/tutoring session(s). • Completion of daily ticket with student's schedule • Maintaining records for all therapists and tutors

Student Services Center - Virtual

# Needed	Position	Description
5	Elementary Level Student Services Coordinators (K-6)	<ul style="list-style-type: none">• One coordinator for each elementary school and Skyview Upper Elementary School• Monitors and assigns "HELP" button contacts that will provide academic assistance to all students throughout the student day• Initiates daily contact to families to ensure they have everything they need to be successful with virtual school• Assists the principal with the organization and coordination of social and emotional activities.• To teach students how to develop the skill set of asking for help when not in front of the teacher and how to ask for assistance/support from staff members
0	Secondary Level (7-12)	<ul style="list-style-type: none">• All virtual services for students in grades 7-12 will be handled at the building level using current staff• Principals will provide communication, process and schedule to students• Academic support/service to students is through a HELP button and designated times throughout the student day, above and beyond the support from the classroom teacher

Library Book Distribution Program

	Position	Description
2	Library Assistants Grades 7-12	<ul style="list-style-type: none">• Manage student requests, pull, prepare and return library books• Provide curbside library book deliveries and pick-ups based on schedule• Click and Collect Service will allows students to select and browse books on line through Destiny Catalog and then will submit a choice on a Google Form• Books will be pulled and ready for curbside pick-up/drop-off system