

## DELANO UNION SCHOOL DISTRICT

### COORDINATOR OF STUDENT SUPPORT SERVICES

#### JOB SUMMARY:

Under the direction of the Superintendent or administrative designee, implements District programs, policies, and procedures relating to student support services and/or related programs; assists the Superintendent or administrative designee with other related administrative duties as assigned.

#### REQUIRED QUALIFICATIONS:

1. Credential: Current administrative services credential or Pupil Personnel Services credential; and appropriate teaching credential (multiple or single subject), or School Psychologist authorization.
2. Education: Bachelor's Degree; Master's Degree or higher in education, or related field is preferred.
3. Experience: Demonstrated successful classroom teaching experience in K-8 grades. School site (K-8) administrative experience preferred. Successful recent experience and demonstrated successful leadership skills in student support services and/or in related programs including but not limited to student attendance and conduct, school improvement, Title I, Child development, and Health Services. Demonstrated ability to meet the needs of a diverse student population. Ability to work with both District and site administration in implementation of Student Support Services programs and evaluation. Demonstrated ability to work cooperatively and interdependently with district and school site staff. Ability to effectively communicate both verbally and in writing. Successful recent experience with office technology and mobile communications devices
4. Personal Qualities: Demonstrated interpersonal and organizational skills; demonstrated leadership ability and the capacity to work successfully as part of an administrative team; demonstrated commitment to positive, collaborative relationships with students, staff, parents and community; demonstrated ability to engage in secondary level behavioral monitoring and intervention in a professional, respectful, and confident manner; demonstrated commitment to student personal and academic success.

#### ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Implements District programs, policies and procedures relating to student attendance, student conduct, and student support services. Such student support services may include but not necessarily be limited to behavior intervention programs, health and wellness services, after school programs, teacher/staff training programs, intervention models, student recognition programs, and parental education initiatives.
- B. Collaborates with students, parents, and staff in order to effectively resolve issues and provide services relating to student attendance, student conduct, and student support services

- C. Collaborates with District/site student support staff in order to make student support services available and effective for students and parents.
- D. Initiates and conducts parent conferences and home visits in order to collaborate with parents and/or guardians regarding student attendance, conduct, and student support issues.
- E. Proactively engages in regular site visits to assess and support program implementation, program delivery, and the quality of services for students.
- F. Locates, interprets, and applies law, policy, and procedures applicable to the delivery of tiered interventions within the District's PBIS/Multi-Tiered Support Systems framework.
- G. Support the development of Behavior Intervention Plans, Behavior Support Plans and 504 Plans.
- H. Prepares and distributes necessary and appropriate information and training relating to student attendance, student conduct, and student support services as required by students, parents, staff, and administration.
- I. Aligns fiscal, human and material resources to support positive student outcomes and extend student learning.
- J. Participates in District level committees including but not limited to SARB, expulsion hearings, and other site committees as assigned.
- K. Collaborates with law enforcement agencies, social services agencies, and other community organizations in order to implement District policies and procedures.
- L. Establishes and models a positive, cooperative working relationship with students, staff, administration, parents, and others contacted in the course of school duties.
- M. Presents a personal appearance which does not decrease teacher effectiveness or student achievement, nor constitute a health or safety hazard to self or others.
- N. Evaluates staff as assigned.
- O. Performs other administrative duties as assigned by Superintendent or administrative designee.
- P. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- |    |                        |    |                             |
|----|------------------------|----|-----------------------------|
| 1. | Seldom = Less than 25% | 3. | Often = 51.75%              |
| 2. | Occasional = 25 - 50%  | 4. | Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Participates in appropriate meetings involving administration, psychologists, nurses, paraprofessionals, and other school staff.
2. Gives, understands, and carries out oral and written directions; works effectively under stress and changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of all materials.
6. Meets time lines and schedules.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.