

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: COORDINATOR OF STUDENT SUPPORT SERVICES

Job Purpose Statement: The job of Coordinator of Student Support Services is done for the purpose of providing communication and support to administrative site personnel in the operation and compliance of Special Education programs and services in conformance to District and State objectives; communicating information to staff, the public, and other districts; providing leadership in the development, implementation, and monitoring of special education and other pupil services programs; assuring proper compliance is maintained to ensure achievement of site, District, State, and Federal program objectives; providing written support and/or conveying information; serving as a resource to other school personnel, the Board, and other districts. The Coordinator of Student Support Services works under the direct supervision of the Director of Student Support Services.

Essential Job Functions:

- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Assists** in the recruitment and hiring of Student Services staff for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring the objectives of the Student Services programs are achieved within budget.
- **Assists** site administrators in the areas of special education instruction, discipline, process, and procedures for the purpose of compliance with State and Federal laws and regulations.
- **Coordinates** program components, support needs and material for the purpose of implementing and maintaining services and/or programs.
- **Develops and implements** staff development program/orientation for guidance, health service, special education, and general education instructional personnel.
- **Facilitates** meetings, processes, etc., for the purpose of implementing and maintaining programs and services of the District which achieve desired objectives.
- **Maintains** reports (timelines, tickler files, budgets, etc.) for the purpose of meeting deadlines and complying with District, State & Federal guidelines.
- **Monitors** various programs, projects, and grants for the purpose of meeting District, State, and Federal policies and/or regulations.
- **Prepares** District and State required reports for the purpose of meeting District, State, and Federal policies and/or regulations.

- **Presents** information on programs, services, regulations, etc., for the purpose of serving as a resource to school personnel, the Board, and other districts.
- **Maintains** knowledge of current laws and regulations pertaining to individuals with exceptional needs through attendance at meetings, inservice programs, conferences and reading current literature.
- **Provides** coaching, communication and support to site administrators in instructional improvement for the purpose of serving as a resource to principals, other school personnel, the Superintendent and the Board.
- **Supervises and evaluates** personnel for the purpose of carrying out objectives within area of responsibility.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Performs** other related duties and assignments as required.

Job Requirement – Qualifications

Experience Required: Five years of experience in the education of individuals with special needs. Bilingual English/Spanish is desirable.

Skills, Knowledge and Abilities Required:

Skills to manage personnel and programs, communicate effectively, problem solve.

Knowledge of curriculum, California Education Code, District policies.

Abilities to maintain records establish and maintain cooperative working relationships with students, parents, and other school personnel, effectively communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation, standing/walking for prolonged periods.

Education Required: Masters degree in a related field of study.

Licenses, Certifications, Bonding and/or Testing Required: Possession of California Administrative Services Credential, appropriate Special Education credential or psychologist credential, valid California Driver License and evidence of insurability, Criminal Justice Fingerprint Clearance.