

Adopted: June 23, 2021

**JOB DESCRIPTION
NATIONAL SCHOOL DISTRICT**

COORDINATOR OF STUDENT SUPPORT SERVICES

Purpose Statement:

The purpose of the position of Coordinator of Student Support Service is providing communication and support to administrative site personnel for operation of the Support Services in the Educational Services Department, and compliance with its requirements, and providing services in conformance with District and State objectives; communicating information to staff, the public, and other districts; providing leadership in the development, implementation, and monitoring of Multi-Tiered Systems of Support and 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 Assistant Superintendent of Educational Services.

Essential Functions:

- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Assists in data analysis, intervention systems to certificated staff, school-based leadership teams and school administrators to facilitate implementation of MTSS.
- Assists site administrators in the areas of professional learning communities, professional growth systems through walkthroughs, feedback, modeling and other supports.
- Coordinates program components, support needs and material for the purpose of implementing and maintaining services and/or programs. Ensures that process, timelines and implementation plans are met.
- Develops and implements staff development and provides programs/orientation for guidance.
- Coordinates special education services with district administrators.
- Facilitates Student Study Team meetings, Response to Intervention, Tier Intervention, processes, etc., for the purpose of implementing and maintaining programs and services of the District which achieve desired objectives.
- Attends and facilitates Individualized Education Plan meetings.
- Maintains reports (timelines, budgets, etc.) for the purpose of meeting deadlines and complying with District, State & Federal guidelines.
- Monitors collection of data, analyzation of data and utilization of data.
- Prepares District and State required reports for the purpose of meeting District, State, and Federal policies and/or regulations.
- Observes, consults with, and assists resource specialists, and special day class teachers in assigned school sites.
- 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

Bilingual Preferred

Experience Required:

Minimum five years of successful teaching or related school experience or school psychology experience in a school district, experience with MTSS, RTI, Special Education and SST programs or District office experience required.

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:

Master's degree in a related field of study.

Licenses, Certifications, Bonding and/or Testing Required:

Possession of California Administrative Services Credential;

Valid Education Specialist Credential or comparable Special credential in Special Education or General Credential in Special Education, School Nurse Services Credential or Pupil Personnel Services Credential;

Valid California Driver License and evidence of insurability, and Criminal Justice Fingerprint Clearance.