

TITLE: **COORDINATOR, STUDENT SERVICES**

QUALIFICATIONS:

1. Valid California administrative services credential
2. Successful teaching, counseling or other related experience with K-8 and/or at-risk students
3. Knowledge of rules, regulations, laws and processes related to families and students in California public schools
4. Knowledge of community organizations and resources related to services for students and families
5. Experience in development and delivery of professional development activities
6. Knowledge of prevention, early intervention, and intervention programs and activities to assist students and families
7. Ability to establish and maintain effective working relationships with staff, students, and community; ability to communicate effectively orally and in writing
8. Valid driver's license and personal automobile for use on district business

REPORTS TO: Administrator as assigned

JOB GOAL: To strengthen educational process by providing leadership in planning, implementing and coordinating variety of student services programs

PERFORMANCE RESPONSIBILITIES:

1. Serves as administrative hearing officer for student expulsion hearings
2. Acts as chair of School Attendance Review Board as assigned
3. Interprets applicable law, policy and procedures and advises staff and parents concerning student issues including but not limited to privacy rights, pupil records, child abuse and neglect, court orders, student rights and responsibilities, student admission to school, grade retention, and student conduct
4. Serves as resource for district staff in areas assigned to student services department; provides training and information to assist in compliance with related law, policy and procedure; plans and delivers related professional development activities
5. Participates in meetings with district staff and outside agencies as necessary to coordinate services and ensure integration with overall educational goals; serves as district liaison with community and government agencies as required
6. Oversees attendance enhancement and truancy reduction processes as assigned
7. Assists schools in addressing student behavior problems and enforcing district discipline code
8. Maintains records and prepares reports as needed
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule;
management salary schedule, code 19

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable