

	Coordinator of Student Support Services	<p style="text-align: center;">Certificated Position</p> Initial Date: May 3, 2016 Board Approval: May 3, 2016 Revision Date: May 1, 2018 Personnel Commission: Schedule: Coordinator II Reports to Assistant Superintendent
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GENERAL DESCRIPTION: Under the direction of the Assistant Superintendent of Educational Services, the Director of Student Support Services is responsible for the support, implementation and evaluation of the District's progressive discipline process, child welfare and attendance programs, intervention programs, alternative schools, community collaboration, serving as liaison in processing parent complaints, and coordinating with appropriate public and private agencies, including charter schools.

REPRESENTATIVE DUTIES:

- Works with appropriate school personnel to design and implement appropriate intervention strategies for at-risk students at the site-level
- Develops and monitors district wide comprehensive safe school plans
- Coordinates the campus security program, including gang intervention strategies and other collaborative relationships with the Morgan Hill and San Jose Police Departments and County Sheriffs Office
- Oversees the School Attendance Review Board process
- Serves as Hearing Officer in the expulsion process
- Coordinates alternative school programs
- Coordinates district programs with alternative schools and programs to meet the needs of students with exceptional needs
- Oversees the process for home visits or other recognized methods to verify absence in cooperation with school site attendance personnel
- Oversees process on absentee referrals from schools and determines reasons for absenteeism
- Works with principals, teachers and other district employees to solve problems related to tardiness or absenteeism
- Establishes and maintains a system of keeping records and makes reports
- Assists principals in planning innovative programs aimed at keeping students in school, especially students identified as homeless, low socio-economic and/or English Learners
- Oversees drug and alcohol awareness programs
- Oversees specialized instructional programs such as state preschool program, home & hospital, independent study and home school
- Supervises contractual relationships with outside agencies providing services to MHUSD students at school sites including counseling services, drug and alcohol prevention services, youth task force involvement and suicide prevention
- Coordinates the academic and intervention counseling services district-wide
- Serves as district liaison for homeless education and foster youth
- Oversees the evaluation of programs associated with this position
- Develops methods of disseminating information regarding the importance of regular school attendance and laws relating to families and children for the use of parents, pupils and school staff
- Maintains effective working relationships with various public and private agencies involved in social services and/or law enforcement
- Responds to concerns and questions from community members in a timely and professional manner.
- Participates in community affairs as appropriate
- Keeps abreast of professional literature and recent research findings in education and employs such information in the District program
- Participates on District and professional committees
- Represents the District on other decision-making bodies when appropriate
- Works closely and cooperatively with other District administrators as a team member of the District

- management group
- Performs other tasks and functions as are assigned by the Superintendent and/or Assistant Superintendent, Educational Services
- Reports directly to the Assistant Superintendent of Educational Services regarding the progress toward established yearly goals

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoor and outdoor environments and
- Direct contact with staff, students, district staff and the public.

PHYSICAL DEMANDS:

- Sit for extended periods of time.
- Enter data into a computer terminal/typewrite, operate standard office equipment, and use a telephone.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak so that others may understand at normal levels and on the telephone.
- Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

EDUCATION AND EXPERIENCE:

- Holds Master's or a Doctorate from an accredited university.
- At least five years' successful experience as site and/or district level administrator.

LICENSES AND OTHER REQUIREMENTS:

- Holds or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.
- California Teaching Credential.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.