

Job Title:	Coordinator Student Support Services
Grade Level/Terms of Employment:	Grade 125 / 12 Month (260 days) Contract
FLSA Status:	Exempt
Work Location:	Culture, Climate, Student Services
Immediate Supervisor:	Director of Culture, Climate, and Student Services

General Description:

The Coordinator of Student Support Services provides leadership and oversight for a team of Student Support Specialists. The Coordinator is responsible for the development of a comprehensive and integrated program to support a safe and positive school climate at the school level. This program includes evidenced based practices that deliver universal strategies across schools and provides intensive services to students, coaching to school based staff in appropriate techniques, and school-wide framework support.

Essential Duties and Responsibilities:

- Develops, monitors the implementation and monitors progress of division, school, and student support plans
- Develops, manages, assigns, and evaluates the work of the Student Support Specialists
- Provides technical assistance in the areas of social emotional learning (SEL), trauma responsive restorative practices, positive behavioral intervention strategies, mediation and de-escalation strategies with administrators and staff across the division for school-based implementation
- Facilitates and provides access to professional development for Student Support Specialists in best practices for the implementation of evidence based behavior strategies and facilitation of group skills based supports
- Provides division leadership and guidance with regard to bullying and harassment prevention and intervention
- Supports division wide implementation of Response to Intervention (RTI) /Multi-tiered Systems of Support (MTSS) behavior frameworks
- Serves as the division point of contact with regard to gang prevention and intervention activities
- Collaborates with City agencies and partners to provide targeted supports to students and families
- Facilitates the transition of students returning to the division from state facilities and alternative settings
- Reviews requests for administrative placement due to expressed safety concerns
- Performs other duties as assigned

Qualifications:

- Bachelor's Degree required; Bachelor's Degree in counseling, social work, criminal justice, or related field preferred
- Minimum of three years of experience in a supervision, management or leadership role preferred
- Ability to work independently, take initiative, and solve problems creatively
- Demonstrated knowledge of de-escalation, behavioral intervention and conflict resolution strategies
- Excellent communication (oral and written), organizational, presentation and public relations skills required.
- Demonstrated understanding of and sensitivity to the diverse cultural, ethnic, and socio-economic backgrounds of families required
- Ability to work a flexible schedule and participate in evening and weekend events as required.
- Bilingual (English / Spanish) preferred