

## **Coordinator, Student Support Services**

### **Purpose Statement**

The Coordinator, Student Support Services, shall provide technical, specialized, consultative, advisory, and planning services in the department of Student Support Services to plan, organize, develop, recommend, and evaluate programs, processes, and procedures; conduct special studies and in-services; monitor legislation and provide interpretation and guidance.

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### **Essential Functions**

- Provides ongoing advice, consultation, and training services to the specified project/program personnel in procedural and operational strategies.
- Plans, schedules, and arranges for the wide distribution of information regarding in-service training workshops, seminars, conferences, and meetings, and provide training.
- Assists in reviewing and monitoring the project budget as applicable; plan and establish guidelines pertaining to expenditure control.
- Serves as a liaison between school district agencies, State Department of Education, professional organizations, and other public and private agencies in the area of responsibility; assist in the identification of needs and the most effective methods of meeting needs.
- Provides research and relevant data for management planning sessions and subsequent policy and procedural guidelines.
- Plans, organizes, and develops management reports to communicate project milestones and accomplishments.
- Plans, organizes, and directs research and development activities in the design and implementation of new and innovative ideas and processes.
- Designs, conducts, and evaluates in-service programs and publications.
- Evaluates or provides technical evaluation of the performance of professional, technical, and clerical personnel to ensure compliance with the project policies and operational objectives.
- Meets with local, County, State, and Federal agencies concerning project goals and result objectives.
- Plans, organizes, and provides training at cooperative in-service programs, workshops, and conferences with other agencies and consultants.
- Prepares specialized reports, surveys, and other descriptive information for review and distribution.
- Serves on internal and external advisory, resource, and support committees.
- Provides leadership in the interpretation and application of state and federal laws and regulations and office policies and regulations related to child welfare and attendance.
- Performs other related duties as assigned.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Knowledge of:**

- Principles and practices of safe school planning, student discipline, and laws relating to minors, custody, transition, aftercare, residency, and enrollment, student and parent rights support, student records, special education and section 504 discipline, homeless education, and the School Attendance Review Board.
- Principles, practices, methods, and techniques applicable to specified program.
- Effective management and administrative techniques.
- Appropriate methods of training, program planning, group facilitation, and instructional techniques.
- Effective management and administrative techniques regarding planning, budgeting, program implementation and modification, purchasing, and contract administration.
- Personnel management strategies, methods, and techniques, including recruitment, selection, training, and retention.
- California Education Code and other related codes, current state and county policies, rules and regulations of the office.

### **Ability to:**

- Analyze, assess, and interpret legislative, statistical, and programmatic data; apply knowledge gained in practical project administration.
- Effectively research and evaluate educational programs for the purpose of making recommendations for program improvement.
- Effectively plan, schedule, coordinate, and conduct workshops, seminars, conferences, and meetings.
- Identify program needs and alternatives; implement modifications and improvements as needed.
- Plan and implement activities and procedures designed to ensure the completion of established goals and objectives.
- Effective writing and communication skills.
- Work effectively as a team member to address division, district and SDCOE projects.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Effectively and efficiently participate in the recruitment, selection, training, and evaluation of support personnel.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:**

Four (4) years of experience related to student engagement and leadership development, education, school-based counseling or social work case management, or mental health promotion. Experience must include: service as a school site administrator in a California public school; managing budgets and supervising staff. Bilingual fluency in English and Spanish preferred.

**Education:**

A bachelor’s degree in education, social work, sociology, psychology, or closely related field.

**Equivalency:**

A combination of education and experience equivalent to: a bachelor’s degree in education, social work, sociology, psychology, or closely related field, and four (4) years of experience related to student engagement and leadership development, education, school-based counseling or social work case management, or mental health promotion. Experience must include: service as a school site administrator in a California public school; managing budgets and supervising staff.

**Required Testing**

N/A

**Certificates**

California Administrative Services Credential

AND

California Single Subject Credential OR

California Multiple Subject Credential OR

California Education Specialist Credential OR

California PPS Credential – School Counseling, School Psychology, Social Work, or BPPS;

Driver’s License & Evidence of Insurability

**Continuing Education/Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 45, 214 days