

JOB DESCRIPTION

	Coordinator of Student Services – Certificated	Reports To:	Chief of Student Support Services	
Department:	Student Support Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Full-Time	No. of Work Days:	225	
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

DEFINITION

Provides effective leadership and coordination for student services including, annual notifications, pupil registration, enrollment procedures, attendance policies and procedures, pupil records, student health services, District counseling, and guidance services, expulsion and disciplinary proceedings and safe schools planning.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Chief Student Support Officer, supervises assigned student services staff.

ESSENTIAL FUNCTIONS

- Coordinates the District enrollment and registration program including eligibility for new, current and foreign student enrollment, registration procedures, residency verifications and exit procedures.
- Implements all District policies and procedures related to student attendance including direct responsibility for inter and intra district permits and attendance, open enrollment, diversions and the SARB.
- Monitors class size requirements through out the school year, and recommend staffing changes where needed.
- Develops and implements the evaluation of Nursing/Health Services, policies, regulations and procedures in the District, coordinate services provided to 504 plans, serves as 504 Plan Hearing Officer.
- Facilitates regular meetings with Vice Principals’ Network.
- Provides coordination for the District’s alternative programs (independent study, home/hospital instruction, continuation high school, and summer sessions) in terms of referral, screening, entrance and exit process, procedure and criteria.
- Serves as the District designated custodian of pupil records and maintains all pupil records in accordance with applicable statutes and policies, including the processing subpoenas for records.

- Directs the Safe Schools Program and coordinates the annual revisions of the sites' safe school plans.
- Provides demographic/enrollment projections and develop recommended boundary changes, where appropriate.
- Works directly with students, parents, teachers, administrators, counselors, school psychologists, consultants and community agencies to provide assistance for students with irregular or unusual attendance patterns with emphasis on the prevention of more serious problems. This includes chairing the School Attendance Review Board, SARB.
- Maintains close communication with all outside agencies providing services to minors regarding problems involving school District students in the areas identified under the "Job Goals ". This includes being an active member of ASSET (Alameda Safe Schools Enforcement Team) and the Alameda Youth Collaborative.
- Collects data and prepares all reports related to enrollment, registration, attendance, health services, student discipline, and alternative programs as required by legal mandate or district policy.
- Coordinates and insures that student disciplinary processes are current with Education Code requirements and district policies related to suspension and expulsion.
- Prosecutes all expulsion recommendations including hearings and stipulated settlements. Conducts BOE discipline sub-committee meetings, serve as appeals officer for disciplinary appeals, and provide training to site administrators regarding suspension and expulsion procedures.
- Coordinates the "Teacher Notification of Potentially Dangerous Students" process.
- Keeps informed of, develops and updates all District policies and procedures related to areas identified under "Job Goals".
- Recommends and develops new policies and programs essential to the needs of students in the areas identified under "Job Goals".
- Serves on the Superintendents Extended Cabinet and Management Team.
- Collaborates on a regular basis with other members of the Educational Services Team.
- Represents the district in community activities.
- Completes other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, methods and techniques used in the administration and supervision of all facets of student services;
- Prescribed School Board policies and procedures;
- Federal, state, and local laws, codes, regulations and ordinances related to the areas of responsibility for student services;
- Section 504 requirements;
- Oral and written communication.

Ability to:

- Motivate others to reach their fullest potential;
- Establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, and federal, state, and local agency representatives.

Education and Experience:

- Administrative Services Credential
- Five or more years experience in school administration
- Successful experience in working with a wide range of student services

- Effective problem solving skills
- Strong oral and written communication skills
- Strong interpersonal relationship skills

PHYSICAL DEMANDS

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs	2
Twist	1		Lift/carry 11-25 lbs	2
Squat	1		Lift/carry 26-40 lbs	1
Kneel	1		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	2		Perform Repetitive Hand Motions	3
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.