

Job Title:	<b>Student Support Services Coordinator, Independence Academy</b>	Job Code:	<b>090720</b>
Job Family:	<b>Certified</b>	FLSA Status:	<b>Ex – A</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L12</b>
Work Year:	<b>10 months</b>		

**SUMMARY:** Provide leadership and guidance for an intensive behavior program, 6-12 grades. Facilitate the overall programmatic structure in alignment with Student Support Services’ identified continuum of services, staffing, intake process, and transition of students with severe affective needs. Ensure a safe, supportive, and instructionally sound environment for students, staff, and community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide leadership for the implementation of instructional, behavioral, and mental health services for students attending Independence Academy. Establish clear, consistent, instructionally sound and legally defensible services for students with disabilities. Create structures to facilitate a positive environment for students and staff. Communicate clearly and comprehensively with all stakeholders.	D	20%
2. Communicate and coordinate wraparound services and practices with District Student Support Services Staff, building administration, Adams County Mental Health, Social Services, private providers/therapists, parents and legal guardians, community agencies, and other school districts. Facilitate student transition both into Independence Academy and as students return to comprehensive neighborhood schools.	D	20%
3. Provide consultation, supervision, and evaluation to staff, certified and classified, teams related to educational, behavioral and mental health practices. Develop and supervise the implementation of an effective instructional and behavioral program for students based on expectations for positive behaviors and district guidelines, including Functional Behavioral Assessment and Behavioral Intervention Planning. Provide professional development in de-escalation strategies to reduce restraints and physical management, and evidence-based instructional practices to improve student academic achievement and behavior. Plan and coordinate other professional development based on the needs of individual students and staff.	W	20%
4. Monitor classroom academic and behavioral instruction. Complete all evaluations, certified and classified, per district guidelines. Participate in the hiring process for new employees. Ensure employees receive adequate, appropriate and timely training for their roles and responsibilities.	W	15%
5. Ensure that district and state special education policies, procedures, and guidelines are adhered to in a timely and compliant manner. This includes, but is not limited to discipline and direct student intervention, attendance, standards, IEP development and implementation (annuals and reevaluations) and instructional practices. Maintain, develop and monitor compliant and instructionally sound student IEPs.	D	13%
6. Manage operations of the school, including class scheduling, student grading, student transcripts, using sound budgeting and fiscal practices.	D	10%
7. Perform all other duties as assigned.	Ongoing	2%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree from an accredited college or university.
- Minimum of five (5) years of experience in special education.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Colorado Special Education Teacher or Special Services Provider License required.
- Colorado Principal License required.

- Must successfully complete current district training for supervision of Certified and Classified Staff within one (1) year of entering the position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Intermediate to advanced knowledge of and ability to develop, monitor and evaluate curriculum, discipline plans, Individual Education Plans (IEPs), progress monitoring, and supervision/safety plans (RDPs).
- Skill in leading the development and implementation of Functional Behavioral Assessment (FBA) and Behavior Intervention Planning (BIP).
- Ability to promote and follow Board of Education Policies, District Policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Basic computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to diffuse and manage volatile and stressful situations.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Assistant Director, Student Support Services	3024

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Paraeducator, Special Programs	4	1251
	Office Manager, High School	1	1301
	Special Education Teachers	5	varies
	Teachers on Special Assignment	1	varies
	Health Aide	1	1251
	Special Services Provider	2-3	varies

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers, to handle or feel		X		
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	