



# COORDINATOR

## STUDENT SERVICES

### JOB DESCRIPTION

**JOB TITLE:** Coordinator of Student Services  
**REPORTS TO:** Chief Innovation Officer  
**LOCATION:** Education Support Services

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** ADM 06  
**DAYS:** 260  
**JOB ID & DATE:** ADM-53 | May, 2023

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### JOB PURPOSE SUMMARY

Manage a continuum of Student Services programs and activities that meet the physical, social, emotional, and behavioral needs of students in order to support academic success. Ensure that all programs and activities comply with all local, state, and federal requirements. Provide counsel and leadership to department directors, coordinators, and managers

### REQUIREMENTS

#### Education Level Details

Master's Degree in Education

#### License / Certification Required

Colorado teacher certificate; mental health certification or licensure preferred.

#### Work Experience Required

Demonstrated knowledge of psychological services, counseling techniques, health services, student support teams, child abuse/domestic violence prevention, drug/violence and HIV/AIDS prevention and education, youth, and family centers, developmental assets, school climate, behavioral RTI and other district and community resources available to students

Demonstrated knowledge of state regulations and requirements related to Section 504

Demonstrated ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents

Demonstrated strong interpersonal skills to develop collaborative relationships with district personnel and community agencies

Demonstrated ability to define problems, collect data, establish facts, and draw valid conclusions

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all programs related to guidance and counseling, homeless education, social work, psychological services-Section 504, health services, youth and family centers, child abuse/domestic violence prevention, safe and drug-free schools and HIV/AIDS education, student support teams, coordinated school health, and developmental assets

- Use the findings of research and district studies to improve the context, sequences, and outcomes of student services programs and lead in the development of innovative programs, including those that positively impact school climate
- Plan, implement, monitor, and evaluate services offered by student services departments
- Oversee mandated personal graduation plan (PGP) implementation compliance and mandated services for students in at-risk situations
- Promote district staffs' recognition that student achievement is directly impacted by key student well-being indicators
- Oversee development and accomplishment of goals by each of the departments in the Student Services department that improve student well-being
- Track and interpret technical and legislative trends that affect physical health, mental health, behavioral, and social well-being of school-age children and provide assistance in crafting related legislative policy and implementation
- Maintain program compliance with district, state, and federal mandates related to Student Services
- Review, approve, and oversee the program, special projects, and activities for the department
- Oversee the creation and management of an annual budget for all Student Services departments
- Serve as the district's crisis contact person related to students and school staff issues
- Oversee the district's intradepartmental drug prevention, and intervention
- Serve on county and city Drug Prevention Task Forces
- Supervise the maintenance of case records on students and the completion of all required reports
- Coordinate departmental operations with other school district operations
- Keep abreast of developments in the field of student services and act as a resource for staff
- Maintain liaison with community mental health clinics, community agencies, special schools, and other resources offering therapeutic student services
- Perform all other tasks and duties as assigned. All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises assigned staff

## PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Environment: The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

Movement and Physical Activity: The position requires frequent walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds, such as books, papers and presentation materials.

Location: Work is performed in classrooms, offices, work stations and meeting rooms. May work prolonged or irregular hours and must be able to maintain control under stress. The position requires travel to various campuses, district meeting sites and conferences/meetings in and out of state. The position may require the employee to work some evenings and weekends. Employees must have the ability to work remotely in the event of a district disruption.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_