

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Coordinator III, Student Services

CLASSIFICATION: Certificated Management

REPORTS TO: Director of Student Services

DESCRIPTION:

Under the supervision of the Director of Student Services, the Coordinator of Student Services provides leadership and supervision for the staff and programs of the Student Services department. The duties and responsibilities include, but are not limited to the planning, organizing, coordinating and managing PUSD's delivery of tiered interventions within the District's Multi-Tiered Support Systems (MTSS) framework. The Coordinator of Student Services is responsible for district wide facilitation and management of Positive Behavior Interventions and Supports (PBIS) programs/services and social emotional wellness supports developed through the District Wellness Policy. The functions of this position assist students, families and staff with meeting their academic, behavioral, social, emotional and mental health care needs resulting in overall improved wellness and improvement in the school community and a positive school climate.

PERFORMANCE RESPONSIBILITIES:

- Works with the Director of Student Services to implement the District Strategic Plan including the Board's goals, objectives, policies, and administrative regulations.
- Provides leadership in developing, implementing, evaluating, and revising the district's programs and services as assigned by the Director of Student Services.
- Assists in the selection, supervision, and evaluation of certificated and classified staff within Student Services.
- Assists in preparing reports as needed by the District and the state.
- Researches practices and laws related to the Student Services department.
- Ensures compliance with all local, state and federal legislation mandates and policies.
- Monitors projects, grants, and programs for the purpose of ensuring that services comply with District, state, and federal requirements.
- Develops and implements professional development training programs for staff members.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs.
- Receives and responds to parent/guardians and community members' issues and/or concerns.
- Participates in budget development activities and monitors assigned budgets
- Coordinates, monitors, and provides training to develop and implement programs under Section 504.
- Provides coordination of support for Positive Behavior Interventions and Supports (PBIS) and equip the school-community to deliver quality student behavioral health services and implement student behavioral health services that meet the needs of the target population.

- Provides coordination of the implementation of Social Emotional Learning (SEL) curriculum, Tobacco Use Prevention Education (TUPE), and Peer to Peer program development.
- Oversees the implementation of Restorative Practices, Trauma-Informed Practices, McKinney-Vento (MKV) and student and family support and connections to community resources.
- Responsible for developing and facilitating the Wellness Committee which will be a key role in creating and providing student and staff wellness program education and activities.
- Serves as a resource to teachers, administrators, and community regarding behavioral social, emotional and mental health matters for students, their families and district staff by providing health education and anticipatory guidance regarding common mental, emotional and behavioral health concerns and utilizes community resource opportunities for the child and/or family and staff.
- Assists as part of the district's team to develop plans to provide and enhance district health services, programs and activities including developing and expanding current and future Student Wellness Centers.
- Explores and assists in addressing behavioral, social, emotional and mental health related attendance problems.
- Collaborates with students, parents, and staff in order to effectively resolve issues and provide services relating to student attendance, student conduct, and student support services
- Participates in the delivery of tiered interventions within the District's MTSS framework. Prepares, interprets, and distributes necessary and appropriate information and training relating to student conduct, and student support services as required by students, parents, staff, and administration.
- Serves as the Student Attendance Review Board (SARB) Chairperson and assesses any possible needs that may be impeding the student from attending school on a regular basis and provide services such as a referral, attendance monitoring, truancy, SARB process and communication with parents.
- Provides leadership to staff in identifying student needs and in the implementation of appropriate behavior or physical health interventions.
- Promotes vertical and horizontal counseling and guidance articulation with elementary, secondary, and post-secondary education programs.
- Assists in managing all aspects of student expulsions, suspensions, and truancy.
- Assists in maintaining District's student records.
- Assists to ensure safe school campuses.
- Coordinates other duties as assigned.

KNOWLEDGE OF:

- Applicable educational laws, codes, regulations, policies, and procedures
- Practices of effective training, supervision, and evaluation
- State and District Student Programs and Services practices, standards, and programs
- Mental Health Services in a school setting, and experience working with students who require special education services

ABILITY TO:

- Organize, develop, and facilitate committees and professional development activities
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with others
- Operate a computer and assigned office equipment
- Train, supervise, and evaluate assigned staff
- Meet timelines and work independently with little direction
- Analyze situations accurately and adopt an effective course of action

TRAINING AND EXPERIENCE:

- Valid California teaching credential or credential authorizing Pupil Personnel Services as a School Psychologist, School Social Worker, or School Counselor preferred
- Valid California Administrator credential
- Master's degree in counseling, social work, or psychology desired

TERMS OF EMPLOYMENT:

210 Days, Certificated Management Salary Schedule

BOARD APPROVED: May 6, 2021