



SUCCESS COORDINATOR

Position Description

Position: Success Coordinator
Reports to: Director of Alternative School
Terms of Employment: Full Time, 10 months
Pay Grade:
Pay Range:
FLSA Status: Non-Exempt

Nature of Work

The Success Coordinator will work with at-risk students and their families in the areas of truancy, disengagement from school, discipline, and grade retention.

Education and Experience

- Must have a high school diploma or GED

Certification and Licensure Requirements (if applicable):

Duties and Responsibilities

- Participates as part of the behavioral support team to develop plans for individual students
- Assists in designing and creating student and classroom supports
- Assists in the instruction of social and behavioral skills for individual students
- Assists classroom staff to provide high quality supportive environments for children with challenging behaviors
- Track and monitor data on children's progress to help inform educational planning
- Gives support to students that experience sudden life changes that impact school, are high needs behavior students experiencing a transition, have gone through the Behavior Support Referral Process and have been identified as needing additional temporary support in order to implement specific aspects of their plans
- Performs other duties as assigned by immediate supervisor

Knowledge, Skills and Abilities

- Ability to maintain records and documentation
- Ability to adapt to a variety of work environments
- Ability to understand and relate to children with special needs
- Communicate effectively to students and co-workers
- Ability to approach challenging behaviors from a positive support perspective

Physical Requirements

- Must be able to exert a negligible amount of up to 20 pounds of force frequently or 10 pounds constantly to lift, carry, push, pull, or otherwise move objects

- Due to amount of time spent standing and/or walking, physical requirements are consistent with those for light work
- Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear)
- Must be able to communicate via telephone
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment
- Requires the ability to handle a variety of office machines, etc.
- Must have minimal levels of eye-hand/foot coordination

Special Requirements

Valid driver's license