



**JOB DESCRIPTION**

<b>Job Title</b>	Student Services Coordinator
<b>Department</b>	Student Services and Special Education
<b>Reports To</b>	Director of Student Services
<b>Classification</b>	Certified
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	204

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Student Services Coordinator – is responsible for the overall implementation and coordination of the Equitable Multi-Level System of Supports (EMLSS) framework. This encompasses the broad range of all services within the student services department. The Student Services Coordinator focuses on a continuum of educational options and support services for students in the District, which includes virtual learning, Alcohol, Tobacco, and Other Drug (ATOD) Program, alternative education and pathways to graduation, and homebound support and mentoring coordination.

**Essential Job Functions**

- Coordinates and identifies areas of improvement with virtual learning, alternative education, ATOD, mentoring, homebound education, and grant management within the department.
- Develops, coordinates, monitors, and evaluates criteria, procedures, guidelines, and plans for entry and exit to and from student service programs.
- Completes annual report(s) to be shared with all stakeholders.
- Assists with data collection and data-based decision-making processes.
- Establishes and supports implementation of alternative education programming, including curriculum development and virtual learning platforms, behavioral assessments, and allocation of resources.
- Participates in regional, statewide, and national training related to the position.
- Coordinates expansion and sustainability of practices district wide.
- Provides technical assistance on school wide data analysis.
- Provides and participates in professional development.
- Participates in District Coordinator meetings.
- Develops an annual budget for sustaining the student services framework.
- Collaborates with stakeholders to identify professional learning needs of school staff, district personnel, family, and community partners.
- Perform other duties as assigned.

**Ancillary Job Functions**

- Stays current in field through professional readings, workshops, conferences.

- Participates in budget development and management process at the request of the Director.
- Participates in grant writing activities at the request of the Director.
- Performs related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree with a minimum of 3 years of experience in PreK-12 instructional or student service programs.
- Wisconsin DPI license in special education, general or alternative education.
- Experience planning and conducting professional development/training.
- Experience in data-based decision making.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master's degree in education or related field.
- Possession of a Wisconsin Director of Special Education (80 or 81) or Principal (51) license.
- Experience working with students and staff in alternative educational settings.
- Demonstrated leadership and project organizational skills, (planning, implementing, evaluation).
- Experience working with at-risk youth.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Strong organizational, planning and time management skills.
- Excellent writing and public speaking skills.
- Strong ability to work effectively with individuals and groups.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Excellent leadership skills.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Ability to work a flexible schedule including to work as directed outside of the school calendar.
- Ability to serve as a positive role model for students, demonstrating responsible and culturally responsive behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

**Physical Requirements** – The physical demands 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 essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.