

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL 5049 Coordinator of Guidance & Student Support Services

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JOB TITLE: COORDINATOR OF GUIDANCE & STUDENT SUPPORT SERVICES
REPORTS TO: Director of Guidance & Counseling K-12

NATURE AND SCOPE OF JOB:

The Coordinator of Guidance and Student Support Services will perform all administrative duties and provide administrative support to the Department of Guidance and Counseling. The Coordinator of Guidance and Student Support Services will work collaboratively with the administrative and instructional staff and communicates effectively with district administration, teachers, parents, members of the community and colleagues.

QUALIFICATIONS:

The Coordinator of Guidance and Student Support Services shall:

1. Hold a Bachelor's degree from an accredited college or university
2. Have a minimum of three (3) years of administrative support experience
3. Have excellent organizational, interpersonal and communication skills
4. Have working knowledge of Google Workspace for Education and other electronic platforms (Microsoft applications)
5. Have experience working effectively with a wide range of constituencies in a diverse community
6. Have ability to handle and prioritize multiple tasks.
7. Have ability to analyze problems, recommend and implement workable solutions.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with all stakeholders
9. Demonstrate excellent verbal and written communication skills, including the ability to make presentations.
10. Perform such other job responsibilities as may be assigned by the Superintendent, Assistant Superintendent, Associate Chief Academic Officer, or designee.
11. Have knowledge and experience in managing and supporting the budgeting process of the Department

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12. Coordinates, maintains and manages paperwork and schedules for contractual services.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Coordinator of Guidance and Student Support Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.

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3. Conditions established by laws and codes of the State, and the policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Guidance and Student Support Services shall:

1. Develop documents and communication for various requests, reports, and letters pertaining to the Department's scope of work.
2. Assist and support the Department of Guidance and Counseling staff and administrators.
3. Provides supervision and general project management for special requests for departmental initiatives to ensure appropriate follow of action items.
4. Collaborates with other team members in the planning and development of internal and external projects.
5. Organizes and maintains contracts, records, and other essential documents for efficient operation of the department inclusive of transcript requests.
6. Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meeting in an effective and timely manner, and demonstrating respect for others.
7. Appropriately resolves administrative problems by monitoring workflow processes, noting trends, formulating projections and making recommendations based on thorough analysis of technical and/or legal issues facing the organization.
8. Develops and participates in creating standard operating policies and procedures for the office or department.
9. Gather all data needed for state and local audits as required for compliance reports regarding Section 504's, Intervention and Referral Services and Related Services.
10. Provide logistical and coordination support for key Department of Guidance & Counseling events, trainings, and meetings.
11. Develop spreadsheets and databases as required.

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12. Prepare and respond to inquiries about issues, program status or activities and provide reports as requested.
13. Work cooperatively with district departments and schools to implement QSAC requirements.
14. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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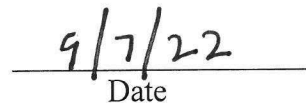
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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Guidance and Counseling or designee shall evaluate the Coordinator of Guidance and Student Support Services in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date