Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2025**

Job Title:	**Student Support Services Coordinator**	Job Code:	**4120**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range**:**	**L13**
Work Year:	**11 months**		

SUMMARY: Build capacity of staff who work within Student Support Services in order for them to provide high quality programming and professional practices for our most intensive populations. Provide knowledge, guidance, and support to building level administrators and Student Support Services staff for students with special learning and behavioral challenges in the area of professional development, programming, and service delivery to increase student achievement. Provide assistance and support to the Student Support Services Executive Director and Directors in the development, implementation and evaluation of department and district goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job tasks and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Collaborate with, coach, and educate special education teams in developing high quality specialized instruction and appropriate opportunities for students with disabilities, including assessments to identify pathways of interest, strengths, and areas of needed growth to develop meaningful goals and services.	D	30%
2. Ensure professional development and quality programming for students by reviewing and evaluating documents, Individual Education Plans and Behavior Plan, in accordance with district procedures, state rules and federal regulations.	D	20%
3. Provide leadership in the development of a continuum of services for students with disabilities and strategies to increase achievement and the graduation rate of students with disabilities.	D	15%
4. Assist the Student Support Services Executive Director/Directors in oversight and monitoring for state performance plan indicators.	Q	10%
5. Assist in data collection and analysis to validate current and prospective initiatives.	Q	8%
6. Develop and train Student Support Services Staff in new state rules and federal regulations.	D	5%
7. Supervise and evaluate student support services staff.	W	7%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Special Education or related field.
- Experience in administration, special education or related field.
- Teaching or other experience working with students with significant academic learning and/or social/emotional needs.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Special Education Teacher or Special Services Provider License required.
- Colorado Principal or Director of Special Education license is required or candidate must obtain within 1 year of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of evidenced-based programming and service delivery for students with unique learning needs (Special Education, At-Risk, Alternative Education.)
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Excellent interpersonal and communication skills.
- Excellent problem-solving abilities.
- Excellent organizational skills. Ability to manage a variety of tasks in many settings on a daily basis.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Student Support Services	3026

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Autism Specialists	2	1700AS
	Behavior Specialists	2	5027
	Developmental Specialists	2	varies
	Teacher on Special Assignment	2	varies

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	