



# MERCED CITY SCHOOL DISTRICT

## CLASS TITLE: COORDINATOR I-PUPIL SERVICES

### **PRIMARY FUNCTIONS:**

Under the direction of the Director of Pupil Services, support, plan, and assist in the operations and services of the Pupil Services Department, including student safety, attendance, discipline, counseling, social work, health, student records, and alternative education programs.

### **REPRESENTATIVE DUTIES:**

Provide technical expertise, information, and assistance to the Director of Pupil Services and administrators regarding assigned functions; assist in formulating and developing policies, procedures, and programs.

Assist in preparation and maintenance of a variety of narrative, confidential and statistical reports, records, and files related to student attendance, discipline, suspensions, expulsions, home visits, students and family referrals, and other assigned activities; follow-up and set up case files.

Respond to parent requests for student support and or school concerns; consult and meet with referred students and family members to obtain pertinent information about family circumstances; assist in setting up conferences between the school and family; interview individuals and family members to compile information on needs; create and maintain parent resources material and lists of health, mental health, and social services resources/services; distribute community resources to parents and families.

Assist with the District's Student Attendance and Review Board (SARB) and coordinate with school sites and departments to promote and maintain high student attendance rates.

Assist with referral petitions for pupils in alternative educational programs who are habitual truants, irregular in attendance, insubordinate, or disorderly.

Guide and support the school counseling, behavior, social work, nursing, attendance, and safety programs.

Meet regularly to provide direction and guidance with school counselors, nurses, Board Certified Behavior Analysts, and social workers.

Assist with the Medi-Cal and MAA reimbursement programs.

Stay current with laws, regulations, and best practices through personal training, staff development, professional reading, and attending workshops and conferences as applicable.

Train and provide work guidance to assigned staff and mental health contractors; oversee and supervise the recruitment, training, and retention of School Social Workers and PPS interns; assist school counselors with designing small group curriculum and classroom guidance lessons.

Attend and conduct a variety of meetings during and after working hours.

Under the direction of the Director of Pupil Services, manage the District's Community Day School and Site Day School programs.

Communicate and assist District administrators, other agencies, and organizations to coordinate activities, services, and programs.

Assist in the supervision of staff assigned to the Pupil Services Department.

Assist in the coordination of the District's Behavioral Response to Interventions to include supporting programs, including Positive Behavior Intervention and Supports (PBIS), Multi-Tiered Systems of Supports (MTSS), Conscious Discipline, and Crisis Prevention Institute (CPI).

Participate in and assist staff development and in-service training programs on safety protocols, including self-harm, suicide prevention, threat assessment, mandated reporting, and trauma-informed practices

Support ongoing training on attendance procedures, SST/504 procedures, positive attendance, and strategies for reducing absences.

Check referrals on children not enrolled in school and child abuse concerns.

Act as a liaison with school administrators to ensure program continuity.

Coordinate and facilitate parent and community involvement in programs and projects; assist with monitoring, assessing, and evaluation of program effectiveness and modify accordingly.

Effectively communicate and maintain cooperative relationships with those contacted in the course of work.

Perform a variety of related clerical and work processing duties.

Performs other duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations pertaining to the particular assignment.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE OF:**

- Interagency collaborative models and practices.
- Welfare and Institution Codes pertaining to school attendance.
- Response to Intervention Models and student behavior support programs.
- Grant writing techniques.
- Regulations and policies governing public agency service providers.
- School Attendance Review Board regulations and procedures.
- Student discipline procedures, laws, and regulations, including the student expulsion process.
- Evaluation models, data collection, and analyses used in monitoring program effectiveness.
- Principles and practices of record keeping, documentation, and reporting.
- Community assessment techniques and models.
- Effective supervisory techniques.
- Services provided to students as related to general fund and categorical programs.

#### **ABILITY TO:**

- Effectively communicate both orally and in writing.

- Problem solve delicate and complex problems and conflicts among people.
- Provide guidance, support, and direction to a variety of staff in order to properly address specific problems.
- Compile, assemble, maintain, and disseminate a variety of resources and informational materials.
- Train and provide guidance to staff.
- Conduct and assist with the development and implementation of in-services and professional development.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Operate a computer and office equipment.
- Participate in related training, data collection, contract compliance, and program evaluation functions.
- Identify and determine the basic nature of student issues and needs and evaluate solutions and urgency.
- Prepare comprehensive narrative and statistical reports.

#### **EDUCATION AND EXPERIENCE:**

Hold a California Administrative Services Credential or Administrative Certificate of Eligibility.

Bachelor's degree and all courses necessary to meet the credential requirement.

Five (5) years of classroom teaching experience, with at least two (2) years of experience in educational administration preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this position must maintain insurability at the District's standard limits during the term of employment.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Office environment; subject to driving a vehicle to conduct work.

##### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods, and seeing to read, analyze and review complex financial data.

This position complies with the rules and regulations of the Americans with Disability Act (ADA)

Board Approved: January 17, 2023