



Student Support Services Coordinator

Purpose Statement

The job of Student Support Services Coordinator is done for the purpose/s of coordinating Multi-Tiered System of Supports. Student Support Services Coordinator conducts and plans a variety of systems alignment and professional development opportunities for BPS based on assessed needs. Provides on-site team support, consultation, observation, coaching, and professional development for district, schools, and teams. Assists with development, implementation, and evaluation of BPS initiatives. Researches and provides guidance around District initiatives, strategic plans, and goals of the department. Evaluate current data systems and provide recommendations for enhancing the data collection process within BPS. The Student Support Services Coordinator will also be assigned special education program components and related activities; providing information to others; and ensuring each eligible student receives appropriate special education service in accordance with federal and state laws and Special Education Unit policies and procedures.

Supervisory Relationship

Reports to: Director of Student Support Services

Essential Functions

- Develops, Implements, and Aligns District structure and systems for district-wide roll-out and implementation.
- Facilitates team assessments of systems, guide action planning, and coordinate training for teams and/or schools. Create/maintain a system to collect school systems assessment data and document the continuum of evidence based practices along with fidelity and outcomes to interventions at each school.
- Administers a variety of processes (e.g. coordination of district services, quality assurance activities, department portfolios, leadership of Student Support Services Unit with District department, training and technical assistance, staff orientation, program and staff supervision, etc.) for the purpose of ensuring professional operation of District Student Support Services Program.
- Assists and/or administers planning and implementation of services (e.g. staff evaluations, IEP team processes, Major/Minor, Bus Document, Assist and Set-up Tier I, II, & III Interventions, Review Restraint and Seclusion Data, and Review Incident Reporting etc.) for the purpose of providing necessary support for MTSS.
- Collaborates with district personnel and other districts (e.g. transition of Tier 2 and Tier 2 students, quality assurance activities, health care services for students, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates contracted services for the purpose of delivering services in compliance to established guidelines.
- Coordinates program components, support needs and services (e.g. private schools, service providers, parents, custodial agencies, etc.) for the purpose of delivering services, inside and outside of the District, which conform to established guidelines.
- Develops proposals, new programs, budget and grants, and curriculum for the purpose of providing necessary support in meeting District goals.
- Evaluates programs, staff and/or projects for the purpose of carrying out and achieving objectives within the area of responsibility. Facilitates and serves as administrator at meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve the district's desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

- Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Instructs staff on the use of data in analysis (e.g. using data analysis in decision making, etc.).
- Participates in student support leadership meetings for the purpose of providing input as needed for all tiers of support.
- Prepares a wide variety of written materials for Student Support Services (e.g. MOU for collaboration, quantity reports, student activities, correspondence, internal audits, memos of agreement, necessary employee documents for legal compliance, etc.) for the purpose of documenting activities, providing written reference and guidance, and conveying information.
- Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.
- Provides conflict resolution for the purpose of mediating and resolving issues for District and administrative staff, parents, and students.
- Represents Bismarck Public Schools (e.g. LEA representative on IEP team, etc.) for the purpose of ensuring compliance with District, State, Federal regulations for Special Education.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.
- Supports and trains consistent Section 504 district-wide procedures for notification of rights, referral, evaluation, planning, and implementation.
- Supervises personnel functions of Student Support Services personnel (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.

Job Requirements

Skills

- Operating standard office equipment, including pertinent software applications.
- Facilitating meetings.
- Planning and managing projects.
- Preparing and maintaining accurate records.

Knowledge

- Basic math, including calculations using fractions, percentages, and ratios.
- Reading technical information, composing documents, and facilitating group discussions.
- Behavior and academic patterns of all categories of special education children.
- District, State, and Federal laws relating to disabilities.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use basic job-related equipment.
- Work with a diversity of individuals and groups.
- Analyze data and use defined processes.
- Adapt to changing work priorities.
- Communicate with diverse groups.
- Set priorities and build collaborative relationships.
- Problem-solve and manage multiple projects.
- Enhance Department services.
- Work with frequent interruptions.

Responsibility

Work under limited supervision using standardized practices and methods. Manage a department and monitor budget expenditures. Utilize resources from other work units as needed.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally involves 50% sitting, 30% walking, and 20% standing. Performed in a generally hazard-free and clean atmosphere.

Experience

Job-related experience with increasing levels of responsibility is required

Education

Master's degree in a job-related area

Certificates and Licenses

Teaching Credential

Continuing Education/Training

Maintain Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

Special Education Coordinator