

MANAGEMENT JOB DESCRIPTION

STUDENT ACCESS AND SUPPORT COORDINATOR

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Student Services, the Coordinator of Student Access and Support Coordinator is responsible for planning, implementing, and overseeing programs and services that support student development, engagement, and success. Acts as a liaison between students, faculty, and administration to ensure students have access to the academic, social, and emotional support they need, as well as manages student support initiatives, addresses student concerns, and facilitates events or workshops to promote student well-being, and inclusion.

ESSENTIAL JOB FUNCTIONS:

- Ensure the integration of student services with academic programming and other institutional departments to enhance the overall student experience.
- Collaborate with educators, administrators, and support staff to develop and monitor intervention plans, provide professional development, and ensure consistent progress monitoring to improve student outcomes and close achievement gaps.
- Develop and implement district-wide behavioral interventions and supports, focusing on promoting positive student behavior, reducing disciplinary incidents, and fostering a positive, inclusive school culture in alignment with district policies and best practices.
- Provide ongoing coaching and mentorship to educators in implementing evidence-based behavior practices, ensuring consistency across classrooms, and supporting the integration of behavior management strategies into daily teaching practices to improve student engagement and outcomes.
- Coordinate and monitor the implementation of special education programs, Section 504 plans, and Multi-Tiered Systems of Support (MTSS) for behavior and academics.
- Provides professional development and coordinates academic, behavioral, and social-emotional learning (SEL) implementation and interventions at Tier I, II, and III.
- Coordinate and monitor the implementation of special education programs, Section 504 plans, and Multi-Tiered Systems of Support (MTSS) for behavior and academics.
- Collaborates with other departments and divisions in cross-departmental/ divisional projects.
- Analyze student data to guide decisions about instructional services and program development.
- Provides leadership and vision to District staff to ensure principals and teachers have the knowledge, skills, and dispositions to deliver culturally-responsive academic programming that accelerates student achievement and closes opportunity gaps between racial, ethnic, and economic groups.
- Facilitates Districtwide change efforts to support achievement for all student

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- Collaborates with and provides ongoing training and support to site-based mental health providers and other certificated/classified staff.
- Assists schools in utilizing data-tracking systems to collect and analyze data to determine academic and behavioral patterns and trends.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Bachelor's Degree.
- Leadership experience for 5 or more years.

Knowledge, Skills, and Abilities

- Demonstrated leadership and project management skills (planning, coordinating, implementing, and evaluating).
- Experience and demonstrated success with evidence-based decision-making.
- Ability to work collaboratively with various groups to gain consensus related to project implementation.
- Demonstrated strong interpersonal skills and positive working relationships with individuals, teams, and stakeholder groups at all levels of the organization.
- Demonstrated excellent oral and written communication skills.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Ability to use MS Office tools to facilitate organization, communication, presentations and data analysis.

Management Salary Schedule 1
BOARD APPROVED: 09/13/23
05/21/25