Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	Site Based Student Services Coordinator
Department:	Education Services/Assigned School Site
Reports to:	Site Principal

SUMMARY:

This is a classified management position which, under the direction of the Site Principal, assists in guiding the success of the overall school program, with emphasis on providing support to students in a variety of areas to improve their success, including (but not limited to) academics, attendance, behavior, engagement, and sense of belonging.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promotes a positive and inclusive school climate via support of programs such as PBIS, YDI/YDN, and other site/district initiatives
- Acts as liaison to support at promise student populations, including foster youth and homeless students
- Supports the collection of data via surveys, anecdotal records, and more, to guide site-based decision making to support positive school climate
- Supports and/or develops intervention programs to increase student academic, behavioral, and socio-emotional success
- Supports "lower level" discipline processes for students, including assigning non-suspension/expulsion consequences, contacting parents, restorative practices, tracking discipline data, and other behavioral interventions
- Supports attendance improvement efforts, including data collection, parent outreach, incentive programs, and attendance tracking compliance
- Attends a variety of meetings related to student support, including 504s, IEPs, SSTs, SAM/SART/SARB, and more
- Supervises activities and events on campus before, during, and after the school day (including lunch time and flex time supervision)
- Supports and supervises extra curricular activities and school events, including (but not limited to) performances, athletic events, and graduation
- Evaluates appropriate classified staff members using district evaluation protocols
- Provides training to staff members on school programs and policies in connection with discipline, behavior, attendance, and other relevant topics
- Utilizes and supports use of site and district technology systems (student information system, school to home communications systems, site based student tracking systems, etc)
- Other related duties as assigned

QUALIFICATION REQUIREMENTS:

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.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree or higher required. Experience in educational settings is highly preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to learn education-based technology platforms.

PHYSICAL DEMANDS:

Physical Abilities: Sit for prolonged periods, work with minimal supervision, think logically, be attentive to detail, and utilize problem-solving methodology. Work with diverse audiences and present information in clear understandable formats.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to quiet. The nature of the duties requires that work be performed in person on campus and other school-related areas.