City of St. Charles School District

STUDENT SERVICES COORDINATOR

Reports to:	Assistant Superintendent of Special Services
Classification:	Classified
Terms of Employment:	Full-time. 246 calendar
Compensation:	Classified Salary Schedule: Row H

JOB SUMMARY:

The Student Services Coordinator supports the Assistant Superintendent of Special Services in the organization and daily operation of services related to student wellness and support. This position provides administrative and logistical assistance for a variety of programs, including 504 plans, counseling, health services, homelessness, foster care, and multi-tiered systems of support. The role focuses on ensuring efficient operations, regulatory compliance, and high-quality communication and coordination between families, schools, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: ***Other duties may be assigned.***

- Assists with the coordination and documentation of 504 Plan processes, including scheduling meetings, tracking timelines, and maintaining compliance-related documentation.
- Supports student services staff in the implementation of services related to student health, counseling, homelessness (McKinney-Vento), and foster care.
- Maintains accurate, confidential records in compliance with state and federal regulations and district policy.
- Prepares and assists with submission of reports to the Missouri Department of Elementary and Secondary Education (DESE) and other agencies, including those related to student support programs.
- Monitors and maintains relevant student data within the Student Information System (SIS) and other required tracking systems.
- Assists student services staff in coordinating transportation, services, and resources for eligible students under McKinney-Vento, foster care.
- Communicates professionally and effectively with families, staff, and external agencies regarding student services and supports.
- Coordinates calendars, schedules, and logistics for student services-related meetings and training.
- Assists in the preparation and organization of professional development sessions related to student support services.
- Supports the implementation and monitoring of district policies and procedures related to student wellness, safety, and inclusion.

- Responds to internal and external inquiries related to student services programs with discretion and professionalism.
- Attends/Completes District PD and training.

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:

- High school diploma or equivalent, associate's or bachelor's degree in education, human services or related field preferred.
- Minimum of one year related professional work experience preferred.
- Knowledge of student services functions such as family support programs, multi-tiered systems of support, or homeless and foster programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of student support systems, behavioral and mental health services, and relevant state and federal regulations (e.g., Section 504, FERPA, McKinney-Vento)
- Demonstrated skill in leading teams and coordinating multi-tiered systems of support (MTSS)
- Exceptional communication, collaboration, and interpersonal skills
- Ability to work effectively with students, staff, families, and community partners
- Capacity to manage budgets, analyze data, and drive continuous improvement

SUPERVISORY RESPONSIBILITIES:

- Not applicable

PHYSICAL DEMANDS:

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

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 quiet to loud depending on the assignment of the

position. The employee continuously is interacting with the public and staff. The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.