Coordinator for Pupil Services
JOB DESCRIPTION

JOB INFORMATION

TITLE:	Coordinator for Pupil Services	
EMPLOYEE GROUP:	Administrative	ADDITIONAL JOB CODES: 117
SHIFT:	Per Act 93 Agreement	
TERM OF EMPLOYMENT:	215 days, as assigned	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Office	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt ____	Non-Exempt ____	
Last Edited On:	(New)	Board Approval Date: (p e n d i n g)

ORGANIZATION

DEPARTMENT: Administration

REPORTS TO: Assistant to the Superintendent for Pupil Services

JOB SUMMARY

QUALIFICATIONS

Possess or be working toward a valid K-12 Principal or Supervisory Certificate.

SUMMARY

Pupil Services are defined as programs and services that support the needs of all students in the district to be able to fully participate in the general curriculum. This includes Related Services for IEP/GIEP/504/EL students, physical and mental health supports for all students and assist in the management of Truancy, Homelessness & Foster Care enrollments. The focus of the position is to support services for students, curriculum, and resources.

SCOPE OF RESPONSIBILITIES

a. General Administrative Responsibilities
b. Special Education, Alternative Education for Disruptive Youth (AEDY), and 504 Program
c. Pupil Services
d. Mental Health
e. Professional Staff
f. Fiscal

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ESSENTIAL FUNCTIONS

GENERAL RESPONSIBILITIES

a. Assist the Assistant to the Superintendent for Pupil Services;
b. Participate in consortium activities related to Pupil Services;
c. Assist with the development of state plans and reports;
d. Serve as second point of contact for AEDY (As required by PDE); and
e. Participate in Capital Area Intermediate Unit (CAIU) Student Services networking activities.

SPECIAL EDUCATION, GIFTED, AND 504 PROGRAM

a. Early Intervention
    1. Supervision of process;
    2. Observation of students;
    3. Point of contact for intermediate unit early intervention program in district;
    4. Determine eligibility/evaluation status;
    5. Special education kindergarten registration process;
    6. Assignment of placements.
b. Extended School Year (ESY)
    1. Supervise in-district ESY program including
        a) Determining schedule and staffing needs;
        b) Hiring; and
        c) Provide administrative oversight during program operation.
c. Out of District Placements and Services
        a) Serve as Local Education Agency (LEA) and point of contact for Out of District placements/programs as assigned by The Assistant to the Superintendent for Pupil Services.

PUPIL SERVICES

MENTAL HEALTH

a. Community Services
    1. Point of contact for Intensive Behavior Health Services (IBHS);
    2. Point of contact for Student Assistance Program (SAP).
b. Student Assistance Program (SAP)
    1. Administrative oversight of SAP;
    2. Assist teams with scheduled maintenance; and
    3. Approval and tracking of compensatory time for participating members.
c. Home and School Visitor
    1. Direct supervision of Home and School Visitor; and
    2. Serve as administrative point of contact for Operation Bulldog.
d. Truancy
    1. Oversee truancy/School Attendance Improvement Conference (SAIC) process; and
    2. Ensure District participation in community truancy task force or other agency integration meetings/trainings related to truancy.
e. Homeless
    1. Develop procedures that are in compliance with federal laws and guidelines;
    2. Implement homeless procedures;
    3. Serve as, or delegate assignment of homeless liaison;
    4. Oversee homeless determinations; and

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5. Ensure homeless students transportation needs are appropriately met.

f. Foster Care
   1. Develop procedures that are in compliance with federal laws and guidelines;
   2. Ensure District participation in community or Intermediate Unit (IU) level meetings on Foster care;
   3. Serve as District representative for development of federally mandated Memorandum of Understanding (MOU) with Children and Youth (C&Y) on Foster Care;
   4. Assist with the development of District MOU with Children and Youth;
   5. Ensure Participation in Best Interest Determinations (BID); and
   6. Serve as District representative on joint committee with courts and C&Y to ensure collaboration between agencies for foster care students.

g. English Learner (EL) Program
   1. Direct supervision of staff;
   2. Ensure appropriate participation and oversight of EL Assessments, and classification/reclassification during the school year; and
   3. Administrative point of contact for program.

h. Counselors
   1. Provide supervision of program;
   2. Ensure the development of counseling Curriculum including career artifacts;
   3. Ensure the development of therapeutic supports for students;
   4. Assist with the development and ensure the implementation of third-party contract providers; and
   5. Oversee development and implementation of third-party contract providers.

i. Health
   1. Provide supervision of nurses; and
   2. Assist, as needed with compilation of the School Health Annual Reimbursement Request System (SHARRS) and other state reports.

j. Postvention
   1. Ensure the development of a plan and team;
   2. Serve as initial point of contact when postvention is needed; and
   3. Ensure follow-up process is implemented once postvention is completed.

k. Training
   1. In coordination with the Director of Curriculum & Instruction assist with the development and delivery of:
      a) Pupil service mandated and related trainings.

PROFESSIONAL STAFF

a. Assist with defining the role, responsibility, and building assignment of pupil service positions;
b. Participate in the interview process of staff;
c. Assist with the assignment of annual responsibility for formal observation and differentiated supervision of pupil service staff. Assignment will be balanced based on the overall number of staff who choose a differentiated model, the makeup of collegial groups and the total number of individual staff members in formal observation;
d. Conduct induction program observations for staff as assigned by Assistant to the Superintendent for Pupil Services.

FISCAL

a. Budget
   1. Assist the Assistant to the Superintendent for Pupil Services in the creation and tracking of the pupil services budget.

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MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Assistant to the Superintendent for Pupil Services, Assistant Superintendent, and/or the Superintendent.

WORK ENVIRONMENT

a. Office, schools, meeting areas

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to effectively manage people.
c. Must be able to interact well with various publics and individuals.
d. Must be able to work as a manager and member of a team.
e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a department with varied changing, service demand.

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LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications 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.

The information contained in this job description 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 individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.

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