

TITLE: Student Services Coordinator

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Exempt.

QUALIFICATIONS:

- Master's degree in Education, Special Education, Counseling, or a related field.
- Minimum of five (5) years of experience in education, including experience in TAG coordination, special education administration, and curriculum development.
- Strong knowledge of special education laws, regulations, and best practices.
- Familiarity with differentiated instruction and curriculum design.
- Excellent communication, interpersonal, and organizational skills.
- Ability to collaborate effectively with various stakeholders, including educators, parents, and community partners.
- Strong analytical and problem-solving skills.
- Demonstrated commitment to fostering an inclusive and supportive learning environment for all students.

JOB GOAL/OVERVIEW: The Student Services Coordinator plays a pivotal role in ensuring the academic success and well-being of all students in the public school district. This position combines the responsibilities of the Talented and Gifted (TAG) Coordinator, Special Education Director, and Curriculum Director to provide comprehensive support for students with diverse learning needs. The Student Services Coordinator will collaborate with various stakeholders to develop and implement programs, strategies, and resources that foster an inclusive and enriching educational environment for all students.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties:

This job description is intended to be a general representation of the duties and requirements of the position and is not all-inclusive. Additional duties and responsibilities may be assigned by the district administration as needed.

Key Responsibilities:

TAG Program Management:

- Oversee the identification, assessment, and support of talented and gifted students within the district.
- Collaborate with teachers, parents, and administrators to develop and implement enrichment programs that cater to the unique needs of TAG students.
- Ensure compliance with state and federal regulations regarding TAG education.

Special Education Services Coordination:

- Work closely with the Special Education department and building administrators to administer and oversee all aspects of the district's special education programs.
- Ensure that district special education services are effective and meet all legal requirements.
- Facilitate the development and implementation of Individualized Education Programs (IEPs) and 504 Plans, ensuring they are tailored to meet the specific needs of each student.
- Review current IEPs for accuracy and compliance with legal requirements.
- Coordinate Instructional Assistant schedules across the district to ensure effective use of time and resources.
- Plan and schedule necessary trainings for Instructional Assistants throughout the school year.
- Attend special education, IEP and 504 meetings, as requested.
- Provide support and training to teachers and staff on best practices for inclusive education.
- Work with the Business department to ensure the district is meeting all Maintenance of Effort (MOE) requirements and is staying with budget.

Curriculum Development and Alignment:

- Collaborate with the building administrators to ensure that the district's curriculum is inclusive, engaging, and accessible to all students.
- Assist in designing differentiated instructional strategies to meet the diverse learning needs of students across all grade levels.
- Monitor and assess the effectiveness of curriculum initiatives to drive continuous improvement.
- Inventory and assess the efficacy of all current district curriculum, including online materials.
- Assist building principals in the adoption of new curriculum.

Student Advocacy and Support:

- Serve as an advocate for students with diverse learning needs, ensuring their voices are heard and their rights are upheld.
- Provide individualized support and guidance to students facing academic, behavioral, or social challenges.

- Coordinate with teachers, counselors, and external agencies to implement appropriate interventions and support services.

Professional Development:

- Organize and facilitate workshops, training sessions, and professional development opportunities for teachers and staff to enhance their understanding of inclusive teaching practices and effective student support strategies.

Parent and Community Engagement:

- Foster positive relationships with parents and families, keeping them informed about available student services and resources.
- Conduct community engagement activities and data collection that will building district understanding of student, parent and community needs.
- Collaborate with community organizations and agencies to provide additional support to students and their families.

Data Analysis and Reporting:

- Collect, analyze, and interpret data related to student performance, behavior, and attendance to inform decision-making and improve student outcomes.
- Prepare comprehensive reports on student services programs and their impact on student success.

District AVID Program:

- Under the direction of the Administration, ensures the implementation of AVID components within the school district while maintaining effective AVID implementation and retention.
- Gives support and oversight to the district-wide implementation of the AVID College-Readiness System; is responsible for providing guidance, support and training to staff members and students; is responsible for coordinating and working with teachers and administrators to implement AVID instructional strategies school-wide as well as building leadership to fulfill the AVID mission to prepare students for success.
- Communicates information about AVID activities to staff and community.
- Participates in regional AVID training, networking and professional development, as needed.
- Monitors site requirements and program compliance.
- Coordinates and leads AVID professional development, training, and workshops.
- Attends AVID tutorials and trainings.
- Uses the AVID Coaching and Certification Instrument (CCI) to help schools ensure fidelity to the AVID systems and grow AVID District-wide.
- Observes and provides support to AVID Leadership and Administration.
- Observes and provides support to AVID teachers at each site on a consistent basis.
- Works with schools to recruit, place and provide education for tutors.
- Provides support for recruitment, retention, and transition of AVID students.
- Coordinates the collection and submission of data for AVID.
- Acts as the liaison between the site team, principals, and Regional/District Director.
- Oversees the data collection and is responsible for certification of the AVID program.

Professional:

- Maintain positive staff relations, works closely with the site principals to collaboratively lead the schools through shared decision-making processes.
- Networking and collegiality, mutual support, and deep individual and collective reflection is expected amongst staff.
- Promotes a positive image of public education; willingly engages with community and business partners and be incorporated as a resource in curriculum development and student projects.
- Follows Board, District and School policies.

III. Timeliness

The Coordinator demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Demonstrates regular and timely attendance
4. Notifies the Superintendent and building principal in the event of illness.
5. Promptly informs the Superintendent of problems that need attention.

Physical Qualifications: 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. If this position is shared between campuses, driving may be necessary.

Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment:

Wage and benefits are as outlined and agreed to with the Monroe School District #1J Board of Directors.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation:

Performance of this position will be evaluated annually.

Reviewed by: _____

Date: _____