



### **Position Summary**

Under the supervision of the Assistant Superintendent of Educational Services, the Coordinator is responsible for the coordination of assigned program components and services for students who require differentiated programs and support services and personnel to ensure that they are effectively responsive to the needs of students.

### **Performance Responsibilities:**

- Provides leadership and coordination of all Student Support Services programs in the District.
- Ensure compliance of all state and federal laws, rules, and regulations pertaining to Student Services.
- Develops and coordinates a district-wide Multi-Tiered Systems of Support (MTSS) framework.
- Supports school sites with processes for Problem Solving Plans (PSP) and Student Study Teams (SST).
- Oversees and manages site implementation of Restorative Practices and Positive Behavior Intervention and Support (PBIS).
- Supports schools in identifying and implementing school climate initiatives to promote student well-being and inclusivity.
- Organizes parent engagement and educational opportunities.
- Works cooperatively with other districts, county offices, and community agencies to connect families with services to support their children.
- Serves as the District Homeless and Foster Liaison.
- Monitors and promotes student attendance, focusing on chronic absenteeism and truancy.
- Provides attendance oversight to school sites, including information regarding policy, parent notifications, interventions, and SARB referrals.
- Prepares accurate attendance information and required documents and materials for School Attendance Review Board (SARB) meetings and District Attorney mediation.
- Assures that District procedures comply with laws and local policies concerning students' due process rights and responsibilities in all areas pertaining to the suspension, expulsion, and re-admission of students following an expulsion.
- Coordinates and monitors Section 504 compliance.
- Perform other duties as assigned.

### **Qualifications:**

- Possess valid California administrative credential or eligible for clear or provisional administrative credential.
- Hold a master's or doctorate degree in a related field.
- Must have five or more years of successful K-8 classroom teaching experience, with at least two of those years in special education programs.

### **Knowledge, Skills, and Abilities:**

- Ability to:
  - Build strong, positive professional relationships through clear communication and follow-through.
  - Analyze situations, identify options; project consequences for proposed actions; and implement and evaluate recommendations.

- Work independently to produce reports, organize projects, and compile data.
- Work collaboratively with all district office and school site personnel.
- Work closely with personnel, parents, and community groups in an ongoing public relations spirit to improve communications and understanding of policies, legal requirements, and activities of the program.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Interpret data and prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Demonstrated knowledge, skills, and expertise in:
  - Planning, organization, and providing direction or professional development
  - Applicable laws, codes, regulations, policies, and procedures.
  - Principles and practices of effective leadership and management.
  - Employee-employer relations and employee contracts.
  - Oversee/assist in coordination of counseling, health-related services, attendance/SARB, School Safety Plans, Homeless/Foster Youth supports, PBIS, SST, and MTSS.
- Effectively
  - Plan, organize, and administer assigned programs and projects.
  - Interpret, apply, and explain rules, regulations, policies, and procedures.
  - Plan budgets through the use of state, federal, and special funds.
  - Communicate orally and in writing.
  - Supervise and evaluate assigned certificated and classified staff; interview and make recommendations for employment, transfer, reassignment, termination, and discipline; coordinate and arrange for appropriate training of assigned personnel.
  - Communicate with other administrators, district personnel, and program personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information; assure proper implementation and communication of program activities with other instructional personnel.
  - Motivate others to accomplish stated goals and objectives.
  - Identify problem areas or situations, define and isolate problem causes, and take appropriate actions to resolve the identified problems.
- Physical Demands:
  - Physical abilities will include hearing, writing, and speaking to exchange information and make presentations; visual ability to read, prepare/process documents and small figures; dexterity of hands and fingers to operate a computer keyboard; sitting, walking, and standing for extended periods of time; lift and/or carry up to 50 lbs. at waist height for short distances; reach overhead, above the shoulders and horizontally, grasp; occasional contact with distraught students, parents, students, staff and members of public; frequent interruptions and daily contact with District staff, students, and parents; frequent driving to District Office and other locations; flexible days and hours which may require some evening work.

### **Terms of Employment:**

Salary Placement: Certificated Management Salary Schedule

Work Year: 12 months/211 days by arrangement, with the days of student attendance a priority.

Supervision: Assistant Superintendent of Educational Services