

Coordinator of Student Services

Job Title: Coordinator of Student Services
Department: Administration
Reports to: Superintendent
Classification: Exempt
Category: Professional Staff

Summary

The Coordinator of Student Services is responsible for the effective coordination, delivery, evaluation, and refinement of services throughout the district, ensuring all programs are in alignment with outcomes for student success. Specific areas of responsibility include Section 504, Gifted Education, Curriculum Development, Instructional Technology, Assessment, and Learning Management Systems.

Essential Duties and Responsibilities

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Use fundamental principles of interpersonal communication, consensus building, conflict resolution, and organizational change.
- Keep abreast of current research, philosophy and practices in education.
- Promote use of technology to support and enhance learning.
- Coordinate and facilitate professional development opportunities and staff meetings related to instructional technology, curriculum management, and Section 504.
- Initiate, encourage, demonstrate and maintain proactive, open and honest communications and relationships.
- Actively participate in the district's administrative team.
- Coordinate, support, supervise, and recommend changes in the development and implementation of 504 plans.
- Coordinate, support, supervise, and recommend changes in the development and implementation of gifted programming.
- Coordinate, support, supervise, and recommend changes in the development, implementation, and effective use of district learning management systems.
- Coordinate, support, supervise, and recommend changes in the development, implementation, and effective use of district curriculum to ensure alignment with state and national standards..
- Coordinate, support, supervise, and recommend changes in the development, implementation, and effective use of instructional technology.
- Work with regular education teams on 504 Plans to develop appropriate goals, implement interventions to achieve these goals, and evaluate the effectiveness of interventions in collaboration with district intervention teams.
- Collaborate with and serve as liaison between district and colleges, specifically educational departments and career services.
- Assist in upholding and enforcing school rules, administrative regulations, and board policies.
- Prepare and maintain records and submit reports to DESE and other federal, state, and local agencies.
- Coordinate, support, supervise, implement, and recommend changes in the district's assessment program.
- Assist in analyzing student performance data to identify learning needs to monitor, evaluation, and recommend related curricular needs.
- Coordinate and conduct the district's billing for local tax effort and public placement funding.
- Maintain individual certification and train district staff in safety measures, for example CPI.
- Other duties as assigned and/or prescribed by the school district's policies and procedures.

Supervisory Duties

Supervise students when situationally appropriate.

Qualifications

Experience - Five years teaching experience; special education experience preferred

Education (minimum) - Master's degree or higher in Educational Leadership, Curriculum & Instruction, or related area.

Certificates, Licenses, Registrations - Valid Missouri administrative certification

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Skills and Abilities

Language

An individual who holds this position must have the ability to:
Present information to staff members, other administrators and the Board of Education
Respond to common questions and complaints
Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes
Write newsletter articles, staff memos and ordinary business correspondence
Keep information confidential when required by law, policy or a particular situation

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions

Technology

Basic computer word processing, spreadsheet and research skills
Ability to access and create reports using the district's student information software

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 essential functions.

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and sit for an hour or more at a time.

Hearing

Must be able to hear a conversation in a noisy environment

Attendance

Consistent and regular attendance is an essential function of this position

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.