

South Umpqua School District

JOB DESCRIPTION

TITLE: Student Services Coordinator

TYPE: Administration

REPORTS TO: Superintendent

QUALIFICATIONS:

- A valid Oregon Administrative License
- Minimum of five years of successful experience in the field of special education to include classroom experience and K-12 administrative experience
- Knowledge and understanding of laws and regulations related to IDEA, 504, FERPA, and general school board policies
- Knowledge of instruction, curriculum and assessment and strategies to improve student achievement
- Ability to communicate effectively (verbally and in writing) with students, parents, staff and other agencies

PERFORMANCE RESPONSIBILITIES (NOT NECESSARILY LIMITED TO):

1. Plans, and administers the development of the District's Special Programs including special education and gifted education, Section 504, health services, alternative education placement, and English language learning in compliance with federal and state laws.
2. Provides direction for drug and alcohol prevention programs and plans.
3. Maintains current knowledge of rules, policies, regulations, statutes, and court rulings to ensure that the district's special education programs meet such requirements and standards.
4. Assumes responsibility for the collection, review, and submission of all forms and reports relative to areas of responsibilities to the administration, and state agencies.
5. Works jointly with Director of Finance in preparing and administering the budgets in areas of student services programs.
6. Serves as advisor to the Superintendent.
7. Evaluates, on an ongoing basis, the district's services for student needs, and adapts/modifies/changes program models to best meet the needs of students.
8. Serves as the district homeless liaison.
9. Recommend policies and programs essential to the needs of children enrolled in student services programs to the Superintendent.
10. Assumes responsibility for the supervision and evaluation of staff assigned to the Student Services Coordinator for supervision.
11. Liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents and coordinates referrals to those offices.
12. Monitors the student records system to ensure that it is maintained in accordance with federal and state statutes and regulations and district policies.
13. Supervises preparation of reports and similar data necessary for reimbursement of special education.
14. Assumes responsibility for own professional growth and development; for keeping current with literature; new research findings, and improved techniques; and for attending appropriate professional meetings.
15. Works jointly with Human Resources Coordinator to ensure all staff are highly qualified in their assignments.
16. Collaborate with building administrators and teachers on behavior interventions and plans.
17. Assumes other duties as may be assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Employee may: stand/walk 4-6 hours; sit 4-6 hours; drive 1-4 hours. The employee may use hands for repetitive single grasping, fine manipulation, and pushing/pulling 40 pounds maximum. The employee may bend, squat, lift and climb stairs occasionally.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT: Work year, salary, and benefits are established in accordance with the Administrative Agreement and as determined by the Board of Directors.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, task, duties, or responsibilities not listed herein.