

**Job Title:** Student Success Coordinator  
**Work Days:** 190  
**Salary Range:** \$50,744-\$99,522  
**FLSA Status:** Exempt

**Work Site:** School  
**Reports To:** Principal  
**Effective Date:** August 2025

### **EMPLOYEE VALUE PROPOSITION**

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities, and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

### **POSITION SUMMARY**

Works closely with building administration to promote a safe and positive school environment and to develop systems that meet the needs of all students. The primary focus will be to coordinate with the administration in managing student behavior, attendance, and discipline, while also fostering a positive and supportive learning atmosphere. The Student Success Coordinator will provide leadership and assistance with program development and implementation, facilitating meetings and monitoring activities that provide and support interventions for students, families, and staff.

### **ESSENTIAL FUNCTIONS / MAJOR ASSIGNMENTS**

- Work to instill high-yield instructional strategies, build school culture, and implement trauma-informed practices.
- Coordinate and prioritize building response to student behavior and common area routines.
- Coordinate the collection and recording of data based on observable student behavior. Utilize data to drive decision-making for school-wide systems and student support.
- Support administration with student management.
- Coordinate the collection and recording of academic data- both benchmark data, school-wide progress monitoring data, and classroom data. Utilize data to drive decision-making for school-wide systems and student support.
- Support the Professional Learning Community processes and teams.
- Supervise students as necessary: before and after school; monitors students during lunch, recess, and other activities; instructs students in appropriate behavior.
- Provides leadership to develop and implement systems for best practices to reduce absenteeism.
- Actively participate in and lead a variety of meetings, workshops, and committees to maintain and create strong behavior supports and interventions.
- Collaborate with staff to establish and ensure proactive and consistent behavior management strategies.
- Coach teachers and classified staff in effective practices through modeling and reflective conversations.
- Engage in meaningful and appropriate professional development opportunities to develop knowledge and skills.
- Demonstrate knowledge of legal and ethical rights and responsibilities.
- Assist in home/school/community relations by communicating with parents and the community regarding school/student concerns.
- Supports teachers in building positive relationships with parents
- Communicates and meets with parents regarding student conduct

- Serve as primary facilitator in conflict-resolution scenarios between staff, families, students, and the community
- Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045).
- Adheres to district personal protective equipment (PPE) protocols and procedures outlined in student behavior plans, as well as identifies the need for PPE or changes in PPE protocol, which might include the need for replacement or new equipment, the discontinuation of the use of a plan, or seeking out additional PPE should it be needed.
- Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, students, and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
- Follows and maintains knowledge of all district policies and procedures.
- Other duties may be assigned as needed. As student needs evolve, the day-to-day essential functions may vary.

The statements contained above reflect general details as necessary to describe the principal functions of this job, but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned, which could include work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

### **MINIMUM QUALIFICATIONS**

- Current licensure through the Teachers Standards and Practices Commission with appropriate endorsement and/or authorization for district assignment.
- Deep understanding of student behavior, curriculum development, MTSS, and methods of assessment.
- Minimum of five years of classroom teaching experience; Middle School teaching experience is preferred.

### **PREFERRED QUALIFICATIONS**

- Administrative License or coursework leading to licensure
- Master's Degree
- Experience facilitating RTI and/or MTSS processes
- Experience implementing social-emotional learning and trauma-informed practices
- Experience engaging parents as partners

### **SUPERVISORY RESPONSIBILITY**

This position may supervise volunteers, student aides, and instructional assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **INTERPERSONAL CONTACTS**

This position has daily interaction with those inside the organization. The interactions are primarily with students, families, peers, and supervisors.

## **SPECIFIC JOB ABILITY**

- Demonstrated experience and commitment to equity, diversity, and inclusion
- Experienced in providing effective guidance, assistance, advisement, and services to students
- Experienced in advanced participant tracking and report writing, methods, and techniques
- Ability to assist students from multicultural, multiethnic, and underserved populations
- Ability to use tact, patience, and courtesy in dealing with sensitive situations
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to make appropriate referrals to District or community services
- Ability to plan and organize work for self and others
- Ability to meet schedules and timelines
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to organize and maintain confidential student and program reports, records, and files
- Ability to effectively present information to small and large groups.
- Ability to effectively utilize Google Suite Apps.
- Ability to earn a valid CPR/First Aid card.

## **SPECIFIC JOB EFFORT (Mental & Physical Factor)**

- There is a regular need for assessment of risk, analysis of options, and decisions without complete information.
- While performing the duties of this position, the employee is regularly required to talk or hear.
- This position requires frequent walking, standing, sitting, use of hands for fine manipulation, handling or feeling, and reaching with hands and arms.
- This position is occasionally required to stoop, kneel, crouch, or crawl.
- This position requires some physical effort or manual labor, such as lifting, carrying, or constant movement. This position will occasionally lift and/or move up to 25 pounds and occasionally up to 50 pounds.
- This position may occasionally climb stairs.
- This position requires specific vision abilities, including close vision, distance vision, the ability to adjust focus, and peripheral vision.

## **JOB CONDITIONS**

- The work schedule is mostly stable and does not fluctuate without prior notice.
- The work environment is well-protected, with virtually no hazards or obstacles. However, there may be an occasional risk due to the unpredictability of student behavior.
- The work environment is usually comfortable indoors; however, there may be occasional temperature changes for short durations of outdoor supervision duties.

Prepared By: Human Resources Department

Approved: May 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_