

# **East Side Union High School District**

## **Coordinator – Student Services**

### **1. BRIEF DESCRIPTION OF POSITION**

- 1.1. Responsible for assisting the Director II of Student Services for the effective coordination, delivery, evaluation and refinement of student services throughout the school division; ensure that all programs are in alignment with the outcomes for student success as identified in the school division's strategic plan. Student services programs include student health services, psychological services, social work services, homebound services, Section 504, and other student services. To provide leadership and management in administering, monitoring, coordinating and evaluation of discipline services and attendance services.

### **2. MAJOR DUTIES AND RESPONSIBILITIES**

- 2.1. Assists the Director of Student Services in ensuring the seamless delivery of support services for students through cooperative, collaborative, and timely efforts with school based administrators, personnel in central office departments, parents and external organizations/agencies.
- 2.2. Assists in the development and implementation of the District's dropout prevention programs.
- 2.3. Establish and maintain effective communication and public relations with parents, students, community, District, and school site personnel.
- 2.4. Assists in the preparation of District and mandated reports, as appropriate.
- 2.5. Monitors the placement of students in alternative school settings (i.e. home hospital, Independent Study Program, Community Day Schools, and Continuation Schools.)
- 2.6. Work cooperatively with other districts, county office and community agencies in providing for the needs of students.
- 2.7. Supervises and evaluate department credentialed and classified staff.
- 2.8. Represent the District at local, state, federal and regional conferences and meetings concerned with Student Services, as requested.
- 2.9. Implements and monitors the district's comprehensive social emotional and educational service program to support the District's target at-risk populations (i.e. Foster Youth, Migrant Education, McKinney-Vento.)
- 2.10. Recommends and administers policies and procedures for comprehensive wrap around services across the District.
- 2.11. Work closely with designated staff to coordinate, facilitate and implement wrap around programs and crisis response services across the District.

### **3. SUPERVISION EXERCISED OR RECEIVED**

- 3.1. Under the supervision of the Director II –Student Services supervises and evaluates certificated and classified staff as assigned.

4. QUALIFICATIONS

- 4.1. California Administrative Services credential.
- 4.2. Master's Degree preferred.
- 4.3. Three years of high school experience preferred.
- 4.4. Demonstrated leadership skills and organizational skills.
- 4.5. Demonstrated written and oral communication skills.
- 4.6. Curriculum and instructional training desirable.

5. EVALUATION

- 5.1. Annually by the Director II of Student Services