

Position: Coordinator, School Site Services	FSLA: Exempt
Department: Educational Services	Salary Grade: Classified Management
Reports to: Principal	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the principal, assists with a wide range of duties related to the school, including managing student behavior issues; participating in staff and student activities; and assisting with school/community leadership activities.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the student guidance, including discipline, behavioral issues, behavioral contracts and parent conferencing.
- Monitors student attendance: absences, truancies, tardies, home visits and SARB referrals. May chair a site SARB Committee. May coordinate with Law Enforcement agencies as necessary.
- Monitors the effectiveness of yard and cafeteria supervision; coordinates training; distributes equipment; orders supplies; coordinate activities, develops plan/projects to continually improve those conditions; assumes supervisory duties as needed.
- Coordinates student activities which may include: Student Council, Conflict Managers, Student Tutors, or Safety Patrol. May require organizing the selection process, training students, scheduling and monitoring, coordinating fundraisers, collecting monies and distributing projects.
- Promotes positive relations between the school and the community. Acts as a liaison between staff, parents, or parent groups. Provides information to and from administration, advisory team, support staff and community resources (i.e. social works, therapists) and any responding parties.
- Assist with chairing for site specific committees which may include: Child Study; 504 Accommodations of Meetings; Safety Committee. Duties may include planning, scheduling and data gathering.
- Coordinate school activities and facility use which may include student recognition/rewards, enrichment assemblies, community activities or demonstrations by community resources (Fire Department, etc.) and holiday activities. May require evening or weekend participation.

- Utilizes computer programs, including student information system, ability to maintain accurate recordings of interventions/interactions; gather compile, enter data and file pertinent reports in accordance with state, county and district requirements; compose memos and correspondence, agendas and documents.
- Administer first aid and dispense medications as needed. Current training in CPR and first aid may be required.
- Supervise in-house suspensions/detentions.
- Trains and evaluates performance of assigned staff.
- Other student and administrative/office duties as assigned.

QUALIFICATIONS

- Must have experience, interest and ability in working with children in an instructional and/or supervisory capacity, preferably in a school district.
- B.A. degree desirable or any combination of training and/or experience that could likely provide the desired knowledge and ability.

Ability to:

- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Excellent student supervision skills.
- Learn, interpret and apply laws and regulations governing schools.
- Relate in positive, effective ways with students, staff and parents.
- Understand, carry out and give oral and written instructions.
- All essential secretarial/clerical skills.
- Maintain cooperative working relationship with those contacted in the course of work.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words letters and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Ambulatory ability to retrieve work materials.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

- Bachelors degree

LICENSES AND CERTIFICATES

- TB Test clearance, Criminal Justice Fingerprint clearance, and valid Driver's license.