



Fort Cherry School District

Job Description

Title:	Student Service Coordinator-High School
Location:	High School
Overview:	Employee shall provide support, intervention, and referral services to students who are at-risk because of academic, attendance, behavioral, or personal issues
Reports to:	Building Principal/Director of Pupil Services
Supervises:	NA
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Provide support, intervention, and referral services to students who are at-risk because of academic, attendance, behavioral or personal issues
2. Lead, coordinate, and manage Student Assistance Program (SAP)
3. Provide resources and services to enhance students' emotional, social, and physical well-being, while planning appropriate interventions and goals
4. Assist in screening students for appropriate school-based and community services
5. Collect and analyze data to guide academic and behavioral programming for at risk student population
6. Implement appropriate intervention methods in situations affecting student educational progress
7. Work with students, teachers, and parents to determine the causes of academic difficulties and identify steps to address identified needs
8. Assist with the scheduling of parent-teacher conferences for at risk students



9. Promote information relative to student achievement, consistent student attendance, and healthy behavior choices
10. Monitor academic performance, behavior, and attendance for at risk population
11. Monitor dropout data and documentation of efforts to keep or bring back students to school
12. Monitor failure/risk of failure data and documentation of efforts to improve student achievement
13. Participate as a member of the School's Crisis Management Team
14. Participate in professional development activities as required by the school district, such as teacher trainings, SAP/ESAP trainings/updates, etc.
15. Participate as a member of appropriate committees, which may include but is not limited to Wellness, Behavior, and the like
16. Participate in home visits to assess student needs, as appropriate
17. Participate in student transitions to the various school levels
18. Assist in managing Career Pathways Program requirements, as appropriate
19. Participate in the development and revision of the District's School Counseling Plan
20. Assist in student activities, as appropriate
21. Utilize a child centered team approach to plan and deliver needed services to students, staff, and families
22. Advocate for student by ensuring that educational, social, emotional, and physical needs are met to be successful in school
23. Communicate effectively with all members of the District and Community
24. React to change productively and handle other tasks as assigned
25. Maintain confidentiality
26. Support the mission, vision, and belief statements of the District



27. Any other responsibilities assigned by the Superintendent/Director of Pupil Services/Building Principal

Responsibilities:

- Help students develop a positive attitude toward school and learning
- Help students develop positive relationships with peers, parents, teachers, and families
- Help students improve various social skills, such as coping and goal strategies
- Help students deal with personal concerns, crises, school-related problems, home and family concerns, friendship issues, and any other issue that interferes with learning
- Be a liaison for parents, teachers, and students
- Collaborate with administration, faculty, staff, and parents on development and implementation of goals
- Collaborate with faculty and staff on awareness of healthy student behaviors
- Maintain effective working relationships with school staff, students, administrators, parents and agencies
- Participate in professional development activities to improve knowledge and skills
- Collaborate with instructional staff to develop student behavior objectives, goals and plans as well as methods to monitor conduct
- Consult with staff to obtain information and advice on student behavior problems
- Confers regularly with parents/guardians regarding student behavior
- Work one-on-one with students evaluating needs and providing interventions to affect behavior
- Assess and defuse situations using conflict resolution and management techniques
- Reinforce appropriate behaviors by using a variety of established strategies and responses
- Provide value clarification including rules, expectations, and consequences for inappropriate behavior
- Consult with students, faculty/staff/administration, and parents to identify priorities, develop action plans, and monitor the progress of student growth and achievement
- Support administrators, teachers, and other school staff in identifying root causes of student behavioral issues and ways to meet students' social and emotional needs
- Coach school staff in developing referral, assessment, and progress monitoring systems to coordinate behavioral health and SEL supports
- Attend and participate in regularly scheduled (e.g., weekly or biweekly) school At Risk meetings, SAP, and other data meetings to engage in collaborative problem-solving around appropriate school, classroom or student level interventions for referred students
- Assist and/or support classroom teachers in the development and implementation of Academic and/or Behavior Plans
- Support the School staff in delivering evidence-based interventions
- Support the District in developing community partnerships and linkages for social services and behavioral health supports for at risk students



Qualifications and Skills:

- Bachelor's degree in Education, Counseling, Social Work, and/or Mental Health; Advanced Degree preferred
- One (1) to three (3) years of previous experience in education
- Experience working with young children and adolescents, preferably grades K to 6
- Experience in special education, mental health, social-emotional development and learning, intervention theory, and/or behavior management
- Experience related to case management
- Demonstrate a strong knowledgeable about community resources
- Demonstrate strong communication skills both verbal and written
- Demonstrate an average working knowledge of technology used by the District
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent/Director of Pupil Services/Building Principal

Terms of Employment:

Position is classified within the Professional Educator Collective Bargaining Unit

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement; completed by Director of Pupil Services with input from Building Administrator