

# **NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES**

## **JOB DESCRIPTION**

**Position Title:** Regional School Programs Student Services Coordinator

### **Qualifications/Experience:**

Any combination equivalent to: Kentucky certificate for Administration, School Guidance Counselor, School Psychologist, Special Education and/or Teacher Certification or School Social Worker and five years successful experience in working with youth/adolescents in social service delivery, therapeutic or educational setting.

**Responsible To:** Regional School Programs Principal

### **General Responsibilities:**

Responsible to support the overall operation of the school program by coordinating services, communicating school goals, ensuring compliance with program requirements and building community partnerships for students, staff, and participating district personnel of the Regional School Programs.

### **Specific Duties:**

#### **Coordinator**

- Liaison between RSP and partnering districts for student services
- Facilitate/schedule ARC meetings
- Work with local districts to help with student evaluations as needed
- Complete classroom observations
- Complete testing requirements as appropriate or as requested
- Collaborate with local districts, Regional School Programs staff, administration, and other stakeholders regarding student evaluation data
- Participate in staff and team treatment meetings
- Maintain accurate notes as required by Kentucky statute.
- Implement and maintain record keeping system to monitor and evaluate student progress
- Facilitate and encourage ongoing communication with parents, students, staff, and other stakeholders.
- Effectively communicate with students, parents, and support staff, building and school personnel from other districts and outside agencies
- Follow-up with students and teachers at the home school to monitor progress
- Provide consultation and make appropriate assessments and recommendations for problem solving strategies, which are in the best interest of the student
- Participate in ongoing in-service training related to components of the job
- Assist special education directors and other local district staff with development and implementation of transition plans and contacting agencies when involved.
- Perform related or other duties as assigned
- Member of Advisory Board
- Assist administration in behavior management for students

#### **Student Services**

- Oversee the management of the staff operating the Scorpion Center (Student/Family Resource Center)
- Collaborate with families, students, and stakeholders to ensure needs are being met
- Refer families and students to appropriate outside resources for needed supports
- Locate and collaborate with local community partners to promote student success in all areas
- Oversee the staff that organize annual holiday gift/food drive for students
- Organize and plan in collaboration with school administration family and parent involvement events throughout the school year.

#### **Incident Response**

- Participate as a member of the school core response team (Elementary or Secondary)
- Participate as part of a team in the development and implementation of each student's treatment plan and/or IEP
- Assist parents and school districts in accessing community resources as needed.
- Provide crisis intervention in collaboration with administrators, teachers, crisis intervention staff, and other staff as needed

- Assist students with personal care as needed
- Be able to participate in the training and implementation of verbal de-escalation and crisis management techniques
- Supervise and assist in all daily security procedures
- Follow all "Safe Room" policies and procedures as required

### **Behavior Intervention**

- Collect behavioral data and summarize the results
- Assist in the design, development, and implementation of Functional Behavioral Assessments (FBA)
- Assist with design and implementation of individual student behavior intervention plans. (BIP)
- Utilize various intervention techniques to modify social and emotional behaviors of students
- Develop, implement, and utilize individual student coping skills plan in accordance with behavior intervention plan, FBA, and other data.
- Provide consultation and/or resources to teachers and other stakeholders regarding coping skills plans, behavior intervention plans, and classroom management plans.
- Complete behavior observations to assist with student evaluation and individual program planning.

### **Instruction**

- Assist teachers and students in completion of Individual Learning Plans for students, including required addendum for students in an alternative setting.
- Work cooperatively with the program staff to implement an integrated and inclusive education program
- Consult with classroom teachers and ARC members to develop, implement, monitor, and revise academic and behavior management plans
- Conduct professional development for staff and parents. This may include, but is not limited to, organization of materials, data recording supplies, schedules of activities and scheduling of equipment and facilities
- Work in collaboration with school administration in the implementation of assessment activities and schedules.
- Observation and evaluation of teachers

### **Training**

- Provide or assist in providing annual training in the area of appropriate de-escalation strategies to Regional School Programs staff.
- Provide training as needed in other areas including but not limited to: appropriate behavior and classroom management, suicide prevention, recognizing signs of abuse, mandatory reporting requirements.
- Other trainings needed as determined by Regional School Programs principal.

**Employment period:** One year contract, 215 contract days

**Salary:** Commensurate with rank and experience on the NKCES salary schedule

**Evaluation:** Annual evaluation by Regional Programs Principal