**Coordinator of Student Support Services**

**Job Description**

**Scope of Responsibilities**

Under the direction and supervision of the Superintendent, the job of Coordinator of Student Support Services is established for the purpose of assisting with the planning, development, organization, management, and implementation of all aspects of the student information system of the district, child welfare, child social and mental supports, residency and attendance, specific grant funded programs, coordination of FRYSC services, administration of state assessments, oversee the district’s Crisis Response Team, and perform related work as required.

**Preferred Qualifications**

* *Guidance Counselor Certification, with three or more years Guidance Counselor experience*
* *Effective Communication Skills*

**Terms of Employment**

Certified; 238 Days

**Job Responsibilities & Evaluation Criteria**

* Prepares and distributes correspondence as directed by supervisor; creates and maintains student data as directed by supervisor
* Gathers information and documentation relative to student registration.
* Assist students with academic, vocational, and personal problems.
* Disseminates educational and vocational information.
* Conducts individual counseling sessions and small group sessions as needed.
* Serves as liaison and technical consultant between Director of Pupil Personnel to plan, develop and implement student information system and identify data errors for quality assurance
* Assist the school administration in preparing for the opening of school and completing the records for the closing of school, including student schedule structure and school calendar within the student information system.
* Coordinates and oversees the maintenance and tracking of student records and transcripts to ensure a secure and systematic flow of pupil records between schools and the District’s record office; including the process of online registration and enrollment of students.
* Provides direction, support and training material to school attendance, guidance counselors, and records clerks; ensures policies and procedures are followed, ensuring the integrity of student demographic and attendance data
* Researches, analyzes, and prepares data for student membership and attendance accounting for District and state statistical reports
* Supports all clerical staff in the office of attendance, student records, and transcripts
* Assists the Director of Pupil Personnel in providing student attendance and demographic information to legal, governmental and health agencies, public schools, and parents
* See that records for students going to the next level are taken to the proper school for students to continue their education the next year.
* Acts as District Assessment Coordinator (Organize, count, keep track of materials, distribute, collect, and return to central office, and ensure assessment administration codes and procedures are followed)
* Analyze, collect, computes, and disseminates test results to provide information for needs assessment to schools and administrators.
* Oversees the development and coordination of FRYSC programs and services determined by the needs of the population being served, available resources, location and other local characteristics
* Works with Guidance Counselors to coordinates evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)
* Maintains permanent records.
* Work with administrators and guidance counselors to address learning loss among students, and provide evidence-based services and interventions
* Collaborate with faculty, staff, and other student services divisions to help achieve district-wide goals and contribute to its long-range planning
* Completes all trainings and other compliance requirements as assigned and by the designated deadline
* Other activities that are necessary to maintain the operation of a continuity of services in local education agencies.
* Performs other related duties as assigned