

COORDINATOR, STUDENT INTERVENTIONS

PRIMARY FUNCTION:

Under the immediate supervision of the Director, Special Education/Student Services shall research, plan, develop, administer and supervise programs related to academic, physical and social/emotional student interventions.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

1. Assist school sites with the implementation of intervention programs and strategies to meet the needs of diverse learners.
2. Coordinate and supervise the District counseling and guidance programs.
3. Coordinate and supervise the District health services (nursing) program.
4. Coordinate school, community and county programs to provide services for "at risk" children and youth.
5. Coordinate the scheduling of Administrative Review Panel (ARP) hearings.
6. Develop collaborative interagency partnerships to support children and youth.
7. Develop procedures and monitor compliance of Section 504 plans.
8. Identify, analyze, and apply research findings to promote student well-being.
9. Interpret federal, state and District regulations and policies pertaining to attendance, enrollment and custody.
10. Investigate, apply, and implement grant programs promoting student health and well being.
11. Oversee the intra- and inter-district transfer process.

12. Plan and coordinate staff meetings for counselors and nurses.
13. Provide instructional resources, materials and equipment to support staff in accomplishing student intervention goals.
14. Provide staff development to strengthen student intervention curriculum and programs.
15. Work with principals to ensure safe, orderly campuses; develop annual safety plans; provide guidance and support regarding behavioral interventions.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

Minimum five years teaching experience in a public school setting. Supervisory experience preferred.

EDUCATION/CREDENTIALS:

Valid teaching credential. Master’s degree in Educational Administration or Educational Leadership, and a Tier 1 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

Hearing and speaking to exchange information and make presentations.

Lifting books, materials, equipment to execute lessons and presentations.

Seeing to read, prepare and review a variety of activities and to monitor student activities.