



JOB DESCRIPTION

| | |
|---------------------------|---|
| Job Title | Student Services Coordinator |
| Department | Student Services |
| Reports To | Director of Student Services |
| Classification | Certified |
| Location | District Office |
| Salary | On Schedule |
| Length of Contract | School Year plus any additional days needed to fulfill essential functions. Additional days, up to 15 calendar days, are agreed upon with supervisor and are included in the position salary. |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Student Services Coordinator is responsible for the overall management of the data, systems, and practices of the Equitable Multi-Level System of Supports framework that encompasses the broad range of all services within the student services department. This position supports schools with the integration of behavioral, social, and emotional support.

Essential Job Functions

- Participates in regional, statewide, and national trainings that support the student services framework.
- Provides school based professional development to support School Improvement Plans (SIP).
- Provides Technical Assistance (TA) and support to Tier I, Tier II, and Tier III internal Coaches.
- Provides TA and support to Tier III wraparound facilitators.
- Assists with data collection and data-based decision-making processes.
- Conducts Tiered Fidelity walk-throughs to help schools assess their behavioral systems.
- Facilitates district level data analysis and review.
- Facilitates expansion and sustainability of practices district wide.
- Identifies schools, obtains administrative support, and helps schools to identify team members for initial trainings.
- Provides and participates in professional development.
- Provides ongoing TA and support to Internal Coaches (Building Level Leaders) through district level coaching meetings.
- Participates in District Coordinator meetings.
- Completes an annual report to be shared with all stakeholders.
- Develops an annual budget for sustaining the student services framework.
- Collaborates with the regional Technical Assistance Center.
- Provides TA on school wide data analysis.

- Collects data from school, (e.g., school profiles, phases of implementation, etc.)

Ancillary Job Functions

- Performs related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of a license issued by the Wisconsin Department of Public Instruction.
- Bachelor's degree in social work, counseling, psychology or other related field.
- Experience planning and conducting professional development/training.
- Experience in data-based decision making.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master's Degree in social work, counseling, psychology or other related field.
- Demonstrated leadership and project organizational skills, (planning, implementing, evaluation).

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of research related to Equitable Multi-Level System of Supports, all three tiers: universal, secondary, and tertiary.
- Demonstrated leadership and project organizational skills, (planning, implementing, evaluating)
- Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving.
- Demonstrated excellent oral and written communication skills.
- Demonstrated strong interpersonal skills with individuals, teams, and groups, (teachers, parents, administrators, and support staff).
- Knowledge of culturally responsive practices.
- Ability to work a flexible schedule including work as directed outside of the school calendar.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to drive to other locations.