



Job Title: **Student Support Services Coordinator**

Department: **Student Support Services**

Supervisor: **K-16 Student Achievement Director**

Lane Placement: **Administrative Lane 3**

Schedule: **8 hrs / 242 days** Evaluation Group: **JAES**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Student Support Services Coordinator is responsible for the administration and coordination of all Youth-in-Custody, long term Home and Hospital, group home, mental health facility, and other services. The Coordinator will work under the direction of an assigned K-16 Director and will assist in promoting seamless and aligned evidence-based educational services for relevant student populations.

ESSENTIAL FUNCTIONS

- Administers Youth-in-Custody programs within Canyons School District.
- Acts as a liaison between Canyons School District and Utah State Office of Education with respect to Youth in Custody services.
- Collects and reports data, as needed, to obtain funding from state, community and/or federal agencies.
- Assists, as needed, in the transition of students from treatment and other restrictive settings into CSD schools.
- Collaborates with community mental health providers and other agencies to provide appropriate wrap-around services.
- Makes daily decisions relative to the implementation of CSD policy, provision of required services, allocation of resources, negotiating interagency agreements and general supervision of employees assigned to this office.
- Communicate consistently and courteously with CSD stakeholders, including parents.
- Collaborates on an ongoing basis with other academic staff to provide seamless and aligned evidence-based instructional services to relevant student populations.
- Effectively manages a large budget from a variety of funding sources.
- Other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Master's degree in related field, a valid Utah Teacher Certification, and Utah administrative/supervisory certification; administrative experience preferred.
- At least eight (8) years experience in education, preferably with at-risk and high-risk students.
- Experience in providing services to at-risk and high-risk students and their families.
- Fluent in research and implementation of evidence-based education models.
- Strong knowledge of special education and 504 processes.
- Demonstrated ability to collaborate with multiple stakeholders.
- Exceptional verbal and written communication skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020