

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COORDINATOR OF STUDENT SUPPORT AND HEALTH SERVICES

BASIC FUNCTION:

Under the direction of the Director of Student Support and Health Services, administer student expulsion due process, legal compliance, and staff development; develop and implement programs; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Administer hearings and other related activities for pupils referred for chronic behavior and attendance problems; preside over administrative hearings in relationship to violation of standards, rules orders of regulations established by board policy and the California Education Code.

Prepare summary of findings following hearings for the board of education; advise and consult with District administration on cases, finding of fact, proposed decisions; determine placement of students to other schools or programs as necessary.

Develop board policy, administrative regulations and program procedures, as the laws require; oversee suspension appeal process. Consult and collaborate with District legal council.

Prepare and maintain a variety of District, County, State and federally mandated records and reports regarding student attendance, discipline, cumulative records for the purpose of assessment, evaluation, data analysis and articulation.

Develop and implement prevention and intervention programs; monitor and create potential grant funding opportunities; assists in the development and maintenance of department web page.

Develop and provide training for administrators and staff in Due Process related area; coordinate professional learning calendar for Student Support and Health Services; mentor new site administrators in regards to student discipline and due process practices and procedures.

Supervise and evaluate the performance of designated certificated and classified personnel; assign duties to staff as appropriate to meet department objectives; participate in the selection and employment of personnel.

Represent the District and works cooperatively with community agencies and other districts in establishing positive and acceptable behavior standards and program services for students.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Perform related duties as assigned.

DEMONSTRATE KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child Welfare and Attendance laws, California State Education Code and other applicable laws.
District Board policies and administrative regulations.
Community, county and state resources.
Public speaking techniques.
Record-keeping techniques.
Principals and practices of administrative leadership, supervision and training.
Interpersonal skills including tact, patience, courtesy and mediation.
Office practices, procedures and equipment.
Human dignity characterized through respect, sensitivity, and care exhibited in the interaction with students, parents, staff and community regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual orientation, age, national origin, or religion.

ABILITY TO:

Organize, coordinate and administer assigned programs and activities related to department.
Develop procedures and District policies related to department.
Assure compliance with District policies, federal laws, California Education Code and other applicable codes and regulations.
Prepare and maintain confidential records and files.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and standard office equipment.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
See to monitor individuals and to read a variety of materials.
Move hands and fingers to operate a computer keyboard or other office equipment.
Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED

Bachelors or Master's Degree
Three years of school administration experience

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential or Pupil Services Credential, Certificate of Eligibility for the Administrative Services Credential or an Administrative Internship.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment or hearing room setting.
Driving a vehicle to conduct work.

HAZARDS:

Contact with hostile or resistant individuals.