

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **COORDINATOR OF SUPPORT SERVICES**

SUPERVISOR: Director of Learning Center

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Ability to organize materials and maintain accurate records.
4. Conflict management skills.
5. Excellent written and verbal communication skills.
6. Detail oriented.
7. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Attend the monthly meetings of our district counselors and provide them with training for all grade levels tied to State Standards designed to prevent the isolation and stigmatization of homeless students.
2. Organize informational booths in order to provide parents with education and training on their children's educational rights as outlined in the McKinney-Vento Homeless Education Act to be set up at the following district events: One Stop Enrollment, Open House, Haysville Fall Festival, Parent-Teacher Conferences, and Family Dinner Nights.
3. Conduct training for administrators, counselors, and secretaries in how to identify homeless students in order to increase district – wide awareness of the homeless.
4. Visit with each student on the list at least once each nine-week grading period, and connect the students with any needed services, provide follow up, and document outcomes. Submit documentation to the district grant writer by the end of each six week period in order to provide quality ongoing services.
5. Make a presentation to raise staff awareness concerning the rights of homeless students at the August or September staff meeting of every building in the district.
6. Coordinate transportation for students to and from area shelters etc. to their school of origin so their educational experience will not be interrupted by homelessness.
7. Help our schools facilitate their Truancy Prevention Programs and Attendance Incentive Programs so homeless students are better served.
8. Maintain a spreadsheet on homeless students containing the student's name, school, grade, services provided and their outcome, and at what level the student scored on the State Reading and Math assessment so the district can better track their progress.

9. Provide Jim Faye Love & Logic evening classes for parents at least once per year to provide effective parenting skills.
10. Create a website for The Learning Center to increase community/school relations.
11. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
12. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008