

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, Student Support Services	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	1979	WORK YEAR:	12 Months
DEPARTMENT:	Student Support and Health Services	SALARY:	Range 44 Salary Schedule B
REPORTS TO:	Director III, Student Support and Health Services	BOARD APPROVAL:	05-05-14
		CABINET REVISION:	10-21-14

BASIC FUNCTION:

Coordinate, plan, organize, and provide leadership for the operation, implementation, and development of student support services, social-emotional learning and the interface with academics—including oversight of school-based student support centers. Provide leadership and management of district-level projects related to student support services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate, plan, organize, and provide leadership for the operation, implementation, and development of student support services—including oversight of school-based student support centers. **E**

Provide program development, leadership and management of district-level projects related to student support, social-emotional learning, and the interface with academics; may include areas of chronic student absence and school climate. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees; recommend employee transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of staff. **E**

Provide clinical leadership and oversight to ensure that services are delivered in a professional, ethical, culturally-sensitive, clinically-sound, and strengths-based manner. **E**

Provide individual or group clinical supervision of interns, if needed. **E**

Collect student, family, and intervention data as needed for evaluation reports; complete other reports as needed. **E**

Maintain effective and ongoing communication with community providers and the county to create a seamless system of care for all SCUSD students. **E**

Coordinate closely with other SCUSD departments providing student support services—including Health Services, Special Education, Youth Development, Child Development, and others—to strengthen resources, and develop systems to serve all students' social-emotional and mental health needs. **E**

Ensure that all grant and funding obligations are met including adherence to grant and/or contract terms, maintenance of proper client records, timely and accurate submission of data, production of needed reports, and communication with funders. **E**

Manage marketing and outreach efforts. **E**

Provide oversight of standards, policies, procedures, and systems for quality control and accountability. **E**

Advocate within state and county to ensure that the social and emotional needs of K-12 children are addressed. **E**

Maintain effective communication with site administrators and designated staff at each school site to facilitate communication with support service delivery providers. **E**

Build and maintain relationships with leaders within businesses, community, and government agencies which may provide additional support services to children and families. **E**

Assume an active role in the process of seeking other funds, including grant writing to ensure continuity of student support services within the district. **E**

Attend a variety of meetings within and outside the school district to address issues related to the social-emotional and academic learning needs of K-12 students. **E**

Provide guidance to school sites and other district departments in establishing and strengthening student support services programs. **E**

Assess, coordinate, and/or provide training for school sites and district staff on student support needs and services available. **E**

Manage program budget, analyze financial data, and authorize expenditures in accordance with established limitations. **E**

Foster a positive, outcomes oriented working environment for staff where productivity, teamwork, high performance, and innovative problem-solving are rewarded. **E**

Work with district leadership to identify and develop appropriate space for expansion of student support services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Master's degree in social work, counseling, or psychology from an accredited university is required. Experience providing support services to children and/or adolescents is required. Minimum of five years of full-time

supervisory and/or program management experience in an education, mental health, or social service setting is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile. Licensed by the State of California as a Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) preferred; Administrative Services Credential required.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization, and direction of mental health and student support services.

Effective intervention strategies for children and families.

Policies, objectives, and terminology related to mental health and social services.

Applicable state and federal laws, codes, rules, and regulations, including education, mental health and social services.

Grant writing, marketing strategies, program management, and report writing.

District organization, operations, policies, and procedures.

Oral and written communication skills.

Principles and practices of effective supervision and personnel management.

Social work principles and practices.

Data-base systems.

Budgeting, finance and rules surrounding grant expenditures.

Operation of a computer and related software.

ABILITY TO:

Plan, organize, control, direct, and provide leadership for district-sponsored student support services.

Demonstrate positive working relationship with students, staff, parents, other professionals, and community partners.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Communicate effectively both orally and in writing.

Prepare and present comprehensive narrative and statistical reports.

Establish workload priorities and meet timelines.

Plan and organize work.

Supervise and evaluate the performance of assigned staff.

Analyze situations accurately, and adopt an effective course of action.

Operate a computer and related software.

Work independently with little direction, and make decisions within the framework of established guidelines.

Collaborate with district and community partners.

Meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

(Former Classification Title: Coordinator II, Village Project Student and Family)

APPROVALS:

UPE Union Signature(s)

Date

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date