COORDINATOR/PRINCIPAL, STUDENT SERVICES

General Purpose:
A Coordinator/Principal, Student Services is responsible to the County Superintendent of Schools and works under the direct supervision of the designated administrator. The Coordinator/Principal, Student Services coordinates and directs communications, personnel information, curriculum implementation, and student discipline and assessment functions to meet County needs and assures smooth and efficient school activities; participates on District Leadership Team; and supervises and evaluates the performance of assigned personnel. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Plans, organizes, and monitors the instructional operations, activities and programs of assigned County Office schools; maintains related time lines and priorities; monitors the day-to-day activites of school sites; assures related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Coordinates and directs communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County needs and assures smooth and efficient school activities; supports administration in the development and implementation of school programs, projects, services, plans, strategies, goals and objectives.
- Supervises and evaluates the performance of assigned personnel; assists in the selection process for new employees and recommendations for transfers, reassignments, termination and disciplinary compliance with established standards, requirements and procedures; assures employee understanding of established requirements.
- Coordinates communications and information between teachers, administrators, staff, parents, law enforcement agencies, outside organizations and the public; to meet the needs of students and assure smooth and efficient school operations and activities; receives, evaluates and resolves student, parent, and staff issues, conflicts and complaints related to assigned schools.
- Implements school instructional programs and activities to assure compliance with established curriculum requirements; directs activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.
- Directs and participates in activities related to the discipline of students according to established policies, requirements and procedures; attends events related to student discipline, and implements or provides recommendations concerning disciplinary actions as assigned.
- Implements, monitors and evaluates school programs, policies and procedures for educational effectiveness and operational efficiency.
- Coordinates enrollment and orientation sessions for new students; assures student understanding of school standards, requirements, practices, policies and procedures; serves as a liaison with school districts referring students to County operated schools and coordinates related transfer and enrollment functions.
- Monitors and evaluates programs and services for educational and financial effectiveness and operational efficiency; responds to administrative staff and public input concerning education needs; oversees the development and implementation of
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programs, services, policies, and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned sites.

- Directs and participates in the development, preparation and implementation of Individualized Education plans (IEP's) as assigned by the position; coordinates and attends IEP meetings; assures proper preparation and maintenance of related documents, records and reports.
- Assures adequate instructional facilities and resources to meet student needs; monitors student attendance and school site rosters to identify attendance problems and assures instructional and program and facility capacity to meet student enrollment demands; and coordinates bus service to meet student transportation needs.
- Prepares and maintains various records and reports related to students, attendance, plans, programs, discipline and assigned activities; assists in directing the preparation of notices, handbooks and other informational materials.
- Communicates with administrators, personnel and outside organizations to exchange information, coordinates activities and programs and resolves issues or concerns, refers students and families to community resources and other outside agencies as appropriate.
- Attends and conducts a variety of meetings as assigned; coordinates, arranges and attends parent-teacher conferences and assures resolution of related issues and conflicts as directed; attends and participates in various boards, committees, and communications.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- A Master's degree in education or related field is preferred.

Experience:
- Five years teaching experience preferred.

Knowledge, Skills and Abilities:
- Knowledge of applicable sections of the California Education Code.
- Knowledge of curriculum standards, interpretation and application in schools and programs.
- Knowledge of local State and Federal standards and requirements governing schools.
- Knowledge of County Office policies and procedures concerning student discipline.
- Knowledge of instructional techniques and strategies related to schools and programs.
- Knowledge of comprehensive organization, activities, goals and objectives of County schools.
- Knowledge of principals, practices, and procedures involved in the development and implementation of schools programs, projects, services, plans, strategies, goals, and objectives.
- Knowledge of problems and concerns of students with special needs.
- Knowledge of policies and objectives of assigned programs and activities.
- Knowledge of principles and practices of administration, supervision and training.
• Ability to coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities.
• Ability to supervise and evaluate the performance of assigned personnel.
• Ability to plan, organize, and direct the instructional operations, activities and programs of County office schools.
• Ability to establish and maintain cooperative and effective working relationships with others.
• Ability to analyze situations accurately and adopt an effective course of action.
• Ability to work independently with little direction.
• Ability to oversee and participate in the preparation and maintenance of various reports, records and files related to assigned activities.

Required Testing:
• None

Certificates & Licenses:
• Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
• Must possess a valid California Administrative Services Credential.
• Must possess a valid California Teaching Credential.

Clearances:
• Criminal Justice Fingerprint Clearance
• TB Clearance

Work Environment:
• Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Some travel is required.

Physical Requirements:
• The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
• Manual dexterity to operate a telephone and enter data into a computer.
• Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
• Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
• Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
• Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
• When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
• When applicable, facility to drive an automobile or to arrange a consistent method of transportation.
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:**
- 190 days – Level 12
- 215 days – Level 9

Reviewed and Approved:

Superintendent: [Signature] Date: 9/4/19

Human Resources: [Signature] Date: 8/19/19