

POSITION DESCRIPTION

TITLE:	Student Support Coordinator	SUPERVISOR:	District Administrator
DEPARTMENT:	High School/Middle School	CLASSIFICATION:	Executive Support Staff

I. Accountability Objectives:

The Student Support Coordinator plays a key role in fostering a positive and supportive school environment for high school and middle school students. This position focuses on promoting attendance, encouraging positive behavior, and maintaining open communication with families to ensure student success.

II. Position Characteristics:

Salary: Set Annually by Board of Education

Length of Contract: 200 Days

III. Position Relationships:

Reports to: District Administrator

Coordinates with: District Administrator; building principals; district staff

IV. Position Qualifications:

A. Desired Qualifications (Desired qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR):

1. Bachelor's degree in education, counseling, social work, or a related field.
2. Master's degree in education, counseling, social work, or a related field (preferred).
3. Experience working with middle and high school students in an educational or counseling setting.
4. Strong communication and interpersonal skills to engage effectively with students, families, and staff.
5. Knowledge of restorative practices, behavioral interventions, and attendance policies.
6. Ability to handle sensitive situations with discretion and professionalism.

B. Preferred Qualifications (Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable):

1. Bilingual skills
2. Ability to coordinate and organize activities and projects in multiple buildings.
3. Ability to work independently without direct supervision.

C. Experience with computers and Microsoft Office and Google.

1. Knowledge, Skills, and Abilities (May be representative, but not all-inclusive, of those commonly associated with this position):

VI. Position Responsibilities:

A. Attendance Support:

1. Monitor student attendance records and identify trends of absenteeism.
2. Develop and implement strategies to encourage consistent attendance.

3. Collaborate with teachers, counselors, and administrators to address attendance concerns.
 4. Conduct outreach to families to provide support and resources for improving attendance.
- B. Behavioral Support:**
1. Handle discipline referrals as assigned by the building administrator.
 2. Promote and reinforce positive student behavior through recognition programs and interventions.
 3. Work with students, teachers, and counselors to address behavioral concerns and develop action plans.
 4. Implement restorative practices to resolve conflicts and encourage responsible decision-making.
 5. Provide mentorship and guidance to students in need of additional behavioral support.
- C. Collaboration & School Support:**
1. Work closely with teachers, counselors, and administrators to develop student support plans.
 2. Assist with school-wide initiatives that promote a positive and inclusive culture.
 3. Maintain accurate records and reports related to attendance and behavioral interventions.
 4. Support crisis intervention efforts and refer students to appropriate support services when needed.
- D. Other Assigned Potential Responsibilities could include:**
Depending on individual candidates skills, other assigned duties may include one or a combination of the following (NOT ALL):
1. Athletic/Activities Director
 2. District Assessment Coordinator
 3. Summer School Coordinator
 4. Before/After School Coordinator
 5. District Grant Writer