

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: COORDINATOR, STUDENT SUPPORT

JOB GOAL: Under the direction of the Executive Director of Student Support or designee, provides leadership and works collaboratively with directors, school site administrators and counselors to provide ongoing coordinated student support services to meet the academic, social, emotional and developmental needs of all students in grades TK thru 12.

QUALIFICATIONS

Knowledge of

1. Organization, management, planning, and evaluation strategies, techniques, and procedures.
2. Curriculum and instruction design and delivery systems, including audit and evaluation processes with determine process effectiveness;
3. State and federal accountability systems,
4. Research and development strategies, processes, and techniques;
5. Grant writing and program evaluation;
6. Philosophical, educational, fiscal, and legal aspects affecting a school district.

Ability to

1. Follow safety procedures and written and verbal instructions;
2. Analyze and assess programmatic needs, and offer recommendations pertaining to student program revision, additions, or deletions;
3. Work co-operatively with staff, students, and public;
4. Make independent decisions;
5. Work autonomously;
6. Demonstrate good judgment and good problem solving skills;
7. Organize tasks, set priorities and meet deadlines;
8. Manage multiple tasks;
9. Direct, supervise and instruct others;
10. Train and develop staff;
11. Respond appropriately to evaluation and changes in the work setting.

Training and Experience

1. Possession and maintenance of a valid California Pupil Personnel Services Credential and/or a valid California Teaching Credential.
2. License Professional Clinical Counselor, (LPCC) or Marriage, Family Therapist License, (MFT) desired.
3. Possession and maintenance of a valid California Administrative Service Credential desired.
4. Administrative service experience at site level desired.
5. Possess a current driver's license.
6. Three (3) or more years of successful related experience.
7. Experience in elementary and secondary school desired.

REPORTS TO: Executive Director, Student Support or designee

ESSENTIAL FUNCTIONS

1. Provides leadership to the staff in determining short- and long-range plans based on school level needs and/or overall District goals and objectives.
2. Provides leadership to the staff and community in maintaining and/or developing student support and educational programs, which meet the needs of all students.
3. Maintains a participatory management system, which provides staff involvement in appropriate decision making.
4. Keeps the assigned supervisor informed of the program's activities and problems on a regular basis.
5. Coordinates elementary and secondary pupil support services and projects.
6. Coordinates the functions of assigned certificated and classified employees.
7. Plans for the most effective use of materials, instructional supplies and equipment.
8. Plans, coordinates, and monitors student services programs.
9. Monitors the progress of pupils and takes action to ensure a high level of pupil success is achieved.
10. Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
11. Demonstrates a willingness to participate in District-level activities.
12. Attends and participates in student, staff, and school-related community functions.
13. Acts as an intermediary between the district and community.
14. Responsible for building community partnerships
15. Returns all phone calls on an immediate as possible basis, and definitely within 24 hours.
16. Provides monthly written information to the community about school programs, events, etc.
17. Monitors a budget and makes financial recommendations based on priorities; maintains a balanced budget.
18. Assumes responsibility for ensuring student attendance rates are maintained at a high level.
19. Other duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard at the required speed and accuracy in a safe and effective manner.
11. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT:

210 work days
Certificated management

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Management Personnel. The Executive Director Student Support will conduct the evaluation.

Approved by: Board of Education

Date: May 2, 2016

Revised:

Date: June 21, 2018

Revised:

Date: March 17, 2022

**MURRIETA VALLEY UNIFIED SCHOOL
DISTRICT IS A TOBACCO-FREE, DRUG-FREE
WORKPLACE AND AN EQUAL OPPORTUNITY
EMPLOYER**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.