

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/21	<u>COORDINATOR, STUDENT SERVICES</u>	3.5.2
Effective Date	Job Title	Index

1. **Primary Function:** Plans and directs the development, implementation, and evaluation of Special Education and services for the Salem-Keizer School District.

2. **Responsibilities:**
 - 2.01 Plans and develops programs or services for the needs of students through consultations with District personnel, community members, parents, and governmental agencies.
 - 2.02 Directs the implementation of programs or services by providing technical assistance, training, and guidance; supervising special resource groups; and monitoring and coordinating activities with outside agencies.
 - 2.03 Provides technical assistance to District staff relative to program development, instructional methods, materials, equipment, and facilitation.
 - 2.04 Evaluates the effectiveness of programs and services through specified programs evaluation procedure and through consultation with District personnel and makes recommendations to school and central administrators for program or services improvement.
 - 2.05 Develops, negotiates, and manages contracts and agreements between the District and other agencies if required by the position, including maintenance of programs consistent with contracts with State Department of Education and other agencies.
 - 2.06 When requested by principals, assists in the screening of applicants and in the evaluation of teachers and aides based on competencies.
 - 2.07 Monitors IEP process in assigned buildings to assure compliance with federal, state, and District rules. Provides technical assistance and training when necessary.
 - 2.08 Makes staff assignments, selects, recommends hiring and termination, recommends renewal or nonrenewal of contracts for licensed staff, and recommends salary and employment status for classified staff.
 - 2.09 Evaluates performance of all subordinates.
 - 2.10 Organizes and responds to State Systems Performance Review.
 - 2.11 Works with district attorneys, school and central administrators and program staff to resolve complaints and due process proceedings, including implementation and monitoring of compliance orders from the Department of Education.

3. **Major Planning Requirements**
 - 3.01 Makes long-range plans and program projections regarding program improvements, staff training, and facility needs.

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4. **Key Relationships:**

- 4.01 Director, Student Services: Reports to this position.
- 4.02 Special Education Teachers and assistants: Supervises them as required by the position.
- 4.03 Teachers: Provides staff direction in connection with building programs or services.
- 4.04 Building Administration: Provides criteria and makes recommendations regarding improvement in program and staff.
- 4.05 District Administrators: Keeps them informed as to the District program or services' progress, results, and future plans, and makes recommendations.
- 4.06 Outside Agencies: Coordinates program or services with them as required by the position.

5. **Minimum Qualifications:**

- 5.01 Master's degree in the field or equivalent training.
- 5.02 Work Experience:
 - 5.02.01 Two years of managerial, professional, or technical experiences for general management or administration.
 - 5.02.02 Three years of successful experience in the field of specialty.
- 5.03 Licensure: Basic Administrator.

6. Term of Employment: 12 months.

7. Salary Level: Grade 7.

WORK ENVIRONMENT:

Climate controlled office settings and exposure to low noise intensity levels.

PHYSICAL REQUIREMENTS:

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 20 pounds frequently and 20-25 pounds on occasion. Negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.