Duties of Student Services Coordinator

1. Provide an organized counseling service on an individual or group basis for students giving them assistance in making adjustments to various types of problems relative to their educational and personal needs.

2. Work cooperatively with other school personnel in the identification, diagnosis and remediation of individual students with special needs.

3. Provide for the orientation of new students.

4. Interview and counsel all students who are transferring into or withdrawing from school and help establish procedures for this.

5. Provide career information and planning for students.

6. Coordinate the planning for and supervision of all school-wide testing.

7. Coordinate Special Ed. referrals, evaluations, testing, observations and staffings

8. Provide information concerning referral agencies which might be of assistance to the students and make referrals when necessary.

9. Maintain and interpret student records and keep records on custodial parents.

10. Coordinate School Improvement Activities for the Building.

11. Assist district personnel in the use of special education forms and software.

12. Adhere to the policies and procedures of the district.

13. The Administration or Board may assign other duties to be performed when necessary.

(As currently structured, this job will also include the teaching of two remedial classes).

ADOPTED: April 10, 2000

REVISED: _____