

MODESTO CITY SCHOOLS

JOB DESCRIPTION

COORDINATOR-STUDENT, PARENT AND COMMUNITY SUPPORT SERVICES

DEFINITION:

Under the direction of the Director-School to Career, plan, organize, coordinate and implement assigned support services programs at school sites, including mental health, safety, health and wellbeing and other school related programs; implement strategies to increase community involvement and parent participation at school sites; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and implement assigned support services programs at school sites.
- Meet with students and families to develop objectives and goals, prepare contracts, and develop timelines to improve school achievement and attendance.
- Prepare and conduct various public presentations to facilitate program objectives; create appropriate supplementary materials and disseminate information accordingly.
- Coordinate, promote and implement parent programs in accordance with established guidelines, regulations, policies and procedures; communicate with families to increase student and school engagement.
- Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings as assigned.
- Train and provide work direction to assigned staff.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business, communications or related field and four years' experience providing support services in an educational environment.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's degree from an accredited college or university in social work.
- Counseling degree from an accredited college or university.

Knowledge of:

- Planning, organization, coordination and implementation of student services programs.
- Student and family needs assessment strategies and procedures.
- Community resources and programs for disadvantaged students and families.
- Public information principles and techniques relating to community needs, interests and concerns.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operate a variety of standard office equipment including a computer and assigned software.

Ability to:

- Train and provide work direction to assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Evening/variable hours.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Standing for extended periods of time to conduct presentations.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 4/29/14

Board Approved: 11/17/14

FLSA Status: Exempt