

Reef-Sunset Unified School District

K-8 Student Support Coordinator Job Description

Adopted: April 16, 2009

DEFINITION:

Under the direct supervision of the school principal, the student support coordinator assists in the daily administration and operation of the school, staff, and related activities.

QUALIFICATIONS:

Must hold appropriate credential (s) for the assignment. Additional training in human relations, counseling, or discipline would be beneficial.

SUPERVISION RECEIVED AND EXERCISED:

The student support coordinator is under the direct supervision of the school site principal. The student support coordinator supervises subordinates as assigned.

JOB GOAL:

Assist students resolve such non-academic problems (attendance, behavior, and truancy) as may interfere with their obtaining the greatest benefit from the school's educational opportunities. Use leadership, supervisory, and administrative skills to promote the educational development of students.

ESSENTIAL FUNCTIONS:

1. Develops, in collaboration with staff, a school discipline plan. Implements and monitors the discipline plan in a consistent manner. Maintains record of any disciplinary action taken.
2. Supports staff in developing good classroom management, recess supervision, and meal supervision.
3. Maintains open communications with students, parents, counselors, and staff on student discipline matters.
4. Serves as the liaison officer with local, county, and other juvenile or sheriff authorities in matters of student behavior and attendance, including SARB.
5. Represents school administration at various meetings involved with the disciplinary process of students.
6. Supervises record keeping of students' behavior and attendance.
7. Develops and implements a peer mediation program and/or conflict resolution program.
8. Implements the district's character education program and coordinates the GREAT program.
9. Schedules student assemblies to recognize academic achievement, citizenship, and athletic achievement; as well as motivational and educational speakers.
10. Administers the school's safety and wellness program.
11. Implements policies for the maintenance of good order at the school on a daily operational basis, including campus security.
12. Supervises the planning and provisions for field trips, sports events, dances, ASB activities, or other school related or sponsored events.
13. Evaluates teacher performance. Evaluates classified employees under his/her supervision.
14. Serves as administrative head in absence of the principal and is a member of the district management team.

15. Serves as a member of the school leadership team. Assists in establishing the School Site Council and English Learner Advisory Committee.
16. Assists in the development and implementation of the school's single plan for student achievement.
17. Performs other duties as assigned.
18. Maintains regular attendance at work.

TERMS OF EMPLOYMENT:

205 work days, salary schedule as established by the District Board of Trustees.

EVALUATION:

Performance of this job will be evaluated by the principal and district superintendent.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands must be met by individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Employee may be required to sit for extended periods of time and frequently required to stand, walk, kneel, or stoop. The employee must occasionally lift and/or move up to 25 pounds. Vision abilities required by this job include ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions (School yard and playgrounds). The noise level in the work environment is usually moderate to loud.

Administrative Salary Schedule
Elementary/Middle School
205 work days