

STUDENT SERVICES COORDINATOR

General

The Student Services Coordinator is accountable to the BOD and works in conjunction with the Principals of the school as the authority in charge of (1) ensuring the academic integrity of the school by overseeing the appropriateness of modifications and accommodations for students in specialized programming, (2) overseeing the education of students with IEPs, 504 Plans, and ILPs, (3) assisting and supervising general education teachers to meet individual students' educational goals for students with IEPs, 504 Plans, and ILPs, and (4) managing the Student Services department to include the supervision and evaluation of Student Services staff. In addition, the Student Services Coordinator should set budget priorities for Student Services department and have general knowledge of the department's fiscal status. The Student Services Coordinator is employed at-will. The Student Services Coordinator must have high moral character and embrace the virtues of a democratic society. The following expands on the four main areas.

Ensure the Academic Integrity of the School for Students with Specialized Programming

In order to maintain the academic integrity of the school, the Student Services Coordinator must:

- understand the importance of the defined curriculum
- ensure that modifications and accommodations are consistent with the school mission and philosophy
- oversee the implementation of modifications and accommodations
- plan for the academic and professional growth of Student Services staff
- stress the importance of continued student progress both academically and behaviorally
- demonstrate mastery as a teacher to students
- oversee the transition plans for students to access higher education or in becoming gainfully employed
- develop the intellect of each student to the utmost of his ability
- develop the personal character of every student

Oversee Mandated Educational Processes

To ensure the proper services and supports for students who need supplemental programming, as well as ensuring that the school is in compliance with state and federal laws, the Student Services Coordinator is expected to develop and/or oversee:

- Special Education support and services
- Section 504 Plans
- Individualized Literacy Plans
- Child Find (e.g., STAT process – Student Teacher Assistance Team)

Assist General Education Teachers with Implementing Specialized Programming

To ensure the proper services and supports for students who need supplemental programming, the Student Services Coordinator is expected to:

- educate school faculty and staff regarding students with disabilities
- disseminate information regarding IDEA (Individuals with Disabilities Education Act) and ADA (American Disability Act), and any changes or updates to these laws
- collaborate with teachers to maintain consistent communication regarding student needs
- oversee the effectiveness of modifications and accommodations

Management of Student Services Department

The management of Student Services is to include the following to ensure appropriate direction to supplemental teaching staff and ensure progress for Ridgeview's students:

- direct supervision of Student Services Staff
- work collaboratively with the Principal to recruit and hire the best paraprofessionals, special education teachers, etc. for positions that will meet the individual needs of students
- work under the authority of PSD's director of special education
- define and coordinate the contract for itinerant services (e.g., psychologist, speech therapist, occupational therapist, etc.) with the BOD and PSD
- oversee the effectiveness of the itinerant services
- coordinate services and support to align with student needs
- maintain consistent communication with teachers, parents, Principals, and BOD, as needed
- manage and monitor progress tracking within the school systems (SPED, ILP, etc.)
- supervise the Student Services secretary
- work closely with the enrollment coordinator regarding services for incoming students
- ensure the confidentiality and professionalism of the faculty and staff with regards to students in supplemental programs
- coordinate summer school programming

Finances

The Student Services Coordinator assumes a supervisory and directory role for the monetary obligations of the Student Services department. The Coordinator is expected to:

- authorize expenditures in accordance to the annual Student Services budget
- consult the BOD regarding extraordinary expenditures
- oversee and approve Student Services teacher contracts and wages
- review monthly the ordinary administration of the Student Services department and the implementation of budgets

Minimum Job Requirements

- master's degree in a brain-based field (e.g., occupational therapy, speech therapy, or school psychology) or an equivalent combination of education and experience
- bachelor's degree in a relevant and appropriate field as it pertains to student learning and development
- familiar with special education laws and regulations regarding IDEA
- have a special education license approved by Colorado Department of Education or be willing and able to obtain licensure
- experience with students who need additional supports and services
- management/supervision experience
- the ability to speak and write clearly
- ability to oversee specialized programming

Other Desired Characteristics

- experience in educational management or administration
- knowledge of charter or independent schools
- interest in classical educational
- interest in educational reform
- knowledge of and dissatisfaction with the current state of education
- previous K-12 education classroom experience
- ability to adjust to the needs of the changing student population