

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Student Services Coordinator*

QUALIFICATIONS: Minimum of a Bachelor's degree; valid Louisiana teaching certificate;
Special Education experience.

REPORTS TO: Special Education Supervisor

SUPERVISES: Assigned students as applicable

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Personnel.

SALARY: 12 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To provide assistance and support to personnel in reference to IEPs in an efficient, productive manner.

PERFORMANCE RESPONSIBILITIES:

- Assist teachers to meet IEP timelines
- Training/professional development for teachers for writing standards-based IEPs, programming, instruction and selection resources, ESY (extended school year), LAA (alternate assessment), and learning strategies for teachers and paraprofessionals. 3. In-service trainings related to federal laws surrounding special education.
- Serve as an ODR (officially designated representative) for IEPs.
- Assist the Special Education Supervisor with implementation and monitoring of special education and 504 programs.
- Attend IEP meetings to provide insight to the needs of students with disabilities (SWDs).
- Serve as liaison to parents of SWD concerning special education issues.
- Serve as student advocate for all at risk students.
- Provide professional development relative to 504 issues and changes in standards and programming.
- Utilize JPams data system to maintain 504 data and process reports.
- CLS (comprehensive learning supports) district leader to include facilitating professional development to school level teams related to CLS.
- Determine, organize, and maintain a toolkit of available resources for teachers and students involved in learning supports.
- Utilize JPams/DEWS reports to identify and monitor students with at risk attributes.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date