

Job Title: COORDINATOR, STUDENT SERVICES
Reports to: Director of Administration
Dept./School: Student Guidance & Learning Center
Wage/Hour Status: Exempt
Date Revised: August 15, 2022

Primary Purpose

Perform casework service to help students at Student Guidance and Learning Center to resolve personal, emotional, chemical dependency and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process. Function as part of the pupil services team to formulate plans with the school, student, and parents.

QUALIFICATIONS

Education/Certification

Bachelor's degree in social work or

Certifications from reputable institutions in various competencies to include:

- Motivation Interviewing,
- Alcohol, Chemical and Substance Abuse,
- Family and Youth Counseling,
- Crisis and Trauma Intervention
- Cultural Competence,
- Valuing Diversity
- Child Abuse
- Family Violence Prevention
- Suicidal Intervention

Special Knowledge/Skills

Knowledge of individual and group counseling skills

Knowledge and skill in casework methods

Strong consultation skills for conferencing with teachers, parents, and students

Knowledge of prevention and intervention strategies, including behavior management interventions

Excellent organizational, communication, and interpersonal skills

Ability to instruct students and manage their behavior

Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Experience

5 years social work experience or related field, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Social Work

1. Conduct individual and group counseling sessions to encourage peer support and enhance social development of students including developing the ability to accept responsibility for their actions, resolve conflicts, develop decision-making skills, and handle crisis. Work with students to improve attendance.
2. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems and their knowledge and use of available and appropriate resources.
3. Provide crisis support and counseling to students, parents, and school staff.
4. Coordinate and integrate school and community resources and refer school staff and parents to community to resources where appropriate.

Assessment

- 5. Identify and explore causes of students’ dysfunction as it relates to the home, school, and community including making home visits to gather information relating to students. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.

Consultation

- 6. Work with school personnel to help students explore alternative education programs and career counseling.
- 7. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
- 8. Contribute to the planning and implementation of parent involvement activities. Develop and conduct parenting training and support groups.
- 9. Consult with parents regarding their children’s behavior and needs.
- 10. Inform student and parents of their rights and responsibilities under federal and state law including compulsory attendance.

Program Management

- 11. Develop and maintain effective individual and group relationships with students and parents.
- 12. Develop and coordinate a continuing evaluation of ~~social work~~ services and make changes based on the findings.
- 13. Compile, maintain, and file all reports, records, and other required documents.
- 14. Comply with policies established by federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

Other

- 15. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (under 15 pounds); Occasional heavy lifting (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities

Environment: Work inside, regular districtwide travel to student homes

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____