

**COORDINATOR OF STUDENT SUPPORT SERVICES****MANAGEMENT POSITION**

**PRIMARY FUNCTIONS:** Provides leadership, recommendations and assistance to District administration and staff in the development, implementation and evaluation of all student support services

**FUNCTIONAL RESPONSIBILITIES:** Under the direction of the Associate Superintendent of Administrative Services, the Coordinator of Student Support Services shall provide leadership and oversight of grades 7-12 guidance and intervention, the district high school selection process and district academic integrity and course compliance with state and federal regulations.

**APPOINTMENT**

The Superintendent shall recommend a candidate to the Board of Trustees for appointment.

**OPERATIONAL RESPONSIBILITIES**

Operational responsibilities include but are not limited to the following:

The Coordinator of Student Support Services shall:

1. Plan, direct and supervise the annual High School Selection Process.
2. Ensure district academic integrity and course compliance.
3. Monitor process to ensure compliance and adherence to district procedures, state guidelines, and federal regulations.
4. Supervise the student transcript interpretation to ensure consistency, accuracy and equity in the collection, retention, use and interpretation of information for academic records (e.g. course values on transcripts, interpretation of transcripts, updates from UC and CSU, transfer course credit evaluation)
5. Represent the District to the Articulation Analysis Department in the Office of the President of the University of California (UC) and the California State University (CSU) for the purpose of evaluating District course offerings and ensuing approval of UC/CSU for new course offerings.
6. Manage, review and evaluate institutions and courses submitted from Heritage Schools.
7. Serve as foreign transcript liaison for division.
8. Serve as the division liaison to the NCAA Initial Eligibility Clearinghouse.
9. Manage, evaluate and respond to student Graduation Waivers submitted by site principals.
10. Provide registrar leadership.
11. Coordinate and manage the district approval process for Site Pilot Courses.
12. Supervise the application and adherence to student records.
13. Provide counseling and guidance resources leadership.
14. Provide training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of school wide interventions such as a Multi-Tiered System of Supports (MTSS) at the district and school levels.
15. Coordinate On-Time Graduation Reports for the division.
16. Organize College Night.

17. Serve on a variety of local and state committees, representing the school division in educational projects and initiatives.
18. Develop, direct and update district policies as needed.
19. Provide leadership for parent outreach around district's student wellness programs
20. Monitor student visas
21. Perform other related duties as may be assigned by the Associate Superintendent of Administrative Services.