

# Red Wing Public Schools Position Description

## Student Support Coordinator

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### General Information

Department:	Building Administration and Support
Unit:	Program Supervisors
Immediate Supervisor:	Building Principal
Grade Placement:	20
FLSA Status:	Exempt

### Position Summary

The Student Support Coordinator is responsible for assisting and providing support to students, teachers and principal in overseeing student behavior; monitoring attendance and truancy issues; participating in child study/IEP meetings; coordinating academic interventions; coordinating local and state assessments within the building; and assisting the Principal in the implementation of delegated school initiatives.

### Essential Duties and Responsibilities

1.	Assists in the implementation of school improvement, school programs and curriculum in accordance with various local, state and federal rules, standards and guidelines. Implements and incorporates school leadership model and concepts within the building in accordance with District philosophy. <ul style="list-style-type: none"> <li>a) Assists in the implementation strategies to continually improve instruction, ensure cooperation and collaboration to improve school quality, school climate and culture.</li> <li>b) Encourages the use of data driven decision-making to enhance student achievement.</li> <li>c) Monitors goals and progress concerning student performance and assessment/testing results.</li> <li>d) Implements changes and curriculum programs with the focus on a guaranteed and viable curriculum.</li> </ul>
2.	Provides crisis response by working with students, parents and staff members. Supervises fire drills and emergency procedures and school safety/crisis management programs. Provides crisis response by working with students, parents and staff members.
3.	Coordinates special events and communicates with students, parents, staff members and the community.
4.	Oversees and supervises student behavior to provide safety and an orderly climate in which to learn. <ul style="list-style-type: none"> <li>a) Implements Responsive Classroom Procedures. Provides training and support to staff in Response to Intervention procedures.</li> <li>b) Administers student discipline and develops intervention plans, as needed.</li> </ul>

5.	Supervises student activities and educational assistants, during school and non-school hours including bus drop-off and pick-up supervision, lunchroom duty and playground supervision.
6.	Plans academic and behavioral interventions. Gathers and works with staff members, develops, monitors and adjusts plans to better fit student needs Participates and/or organizes student assistance team meetings, child study team meetings and IEP meetings.
7.	Coordinates target services programming and other after school and summer programs.
8.	Coordinates local and/or state assessments within the building.
9.	Provides staff development to certified and noncertified staff on essential educational topics.
10.	Monitors student attendance and truancy issues and assists in constructing appropriate interventions with students and families.
11.	Provides support for teachers as directed by the Building Principal. Assists in the implementation of various school initiatives (for example, curriculum mapping, professional learning communities, staff development, etc.).
12.	Performs other duties of a comparable level or type, as apparent or assigned by his or her supervisor(s).

### **Required Education, Training, and Work Experience**

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Education

Required Work Experience: Minimum of 3 years of teaching that includes some leadership responsibilities

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Licensed teacher in Minnesota

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Knowledge of school leadership model, concepts and principles.
- Curriculum, instruction, and learning principles, concepts, theories, approaches, techniques, and trends as well as State, federal and local requirements and standards.
- Teaching and learning education philosophy.
- District policies and procedures governing student discipline.
- Student management and recordkeeping processes, software and requirements. Fundamental of Responsive Classroom Procedures.
- Special education rules, regulations and requirements and school law.
- Student behavior modification techniques and crisis intervention training/procedures.
- Conflict resolution concepts and fundamentals.
- Public relations, mediation strategies and techniques.
- School district organization.

## **Essential Skills Required to Perform the Work**

- Providing leadership, purpose and direction for groups and individuals, facilitating the development of a shared vision for the school, and formulating goals and planning changes with the staff by setting priorities in terms of the community, the district, staff, and students in accordance with the school leadership model.
- Working closely and positively with students, parents and communities of all socioeconomic classes, racial/ethnic groups, and students with special needs in student development, both academic and social; and sensitivity to diversity issues.
- Organizing, scheduling and implementing district activities, and events.
- Planning, implementing and coordinating special projects as delegated by the Principal.
- Serving as a resource to parents, students and teachers in addressing problems and issues concerning student discipline, attendance, tardiness, and truancy.
- Improving the climate of a school by increasing student achievement, and preventing disciplinary problems.
- Excellent organizational, and verbal, written and listening communication skills.
- Demonstrated leadership and collaboration skills.
- Assisting in the formulation of academic and behavioral intervention plans.
- Interpreting and applying special education rules, guidelines and IEP plans in providing instruction.
- Resolving conflicts.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact and/or potential violent/dangerous student behavior.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

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