



Position Title: **Student Success Coordinator**

Department: OMS

Reports To: Building Principal

SUMMARY: The role of the Student Success Coordinator is to support students and their families in planning for high school and post-secondary opportunities, manage and support parent volunteer efforts, support building administration with clerical tasks and maintain open lines of communication with parents regarding resources and opportunities for students and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Works with high school college and career coordinator to bring education, experiences, and opportunities to 8th grade students and their families in preparation for post-secondary education planning
2. Helps guide planning for high school academic path during 8th grade year
3. Utilizes data sources, needs assessments and time/task analyses to support a Yearly Action Plan that promotes and enhances student development in the four domains (Academic, Personal/Social, Career, Community Involvement)
4. Assists certified staff in communicating to parents how parents can support their child's educational success
5. Make home visits, as necessary, to facilitate communication between school and family regarding academic achievement and parental involvement opportunities
6. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission
7. Assesses home, community and school conditions impacting a student's social and academic achievement
8. Directs students and families to appropriate non-District-based resources and serves as a liaison to community agencies in coordinating and managing their delivery
9. Works cooperatively with other student support personnel and, as necessary, outside agencies in performing assessments, assisting with cases and evaluating progress
10. Serves as a liaison between the District, students and their families
11. Organize parent education information nights
12. Maintains effective working relationships with building staff as well as other district personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English
13. Works proactively to remove personal and social barriers to learning
14. Corresponds with district staff and stakeholders via email
15. Provide translation services (oral, verbal, and written) as necessary to increase parental understanding and involvement
16. Maintain regular on-time attendance
17. Attend Open Houses and/or conferences
18. Manage social media

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19. Maintains school records and files for principal and related requirements
20. Occasionally types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and building needs
21. Obtains and organizes pertinent data into usable formats
22. Distributes community/district flyers
23. May be asked to contact parents regarding attendance

SUPERVISORY RESPONSIBILITIES: Supervises students under the direction of licensed staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively as part of a team or independently with staff, students, and parents
2. Ability to use a computer and other technological equipment
3. Excellent oral and written communication skills with the ability to speak effectively to large and small groups
4. Excellent human relations skills with the ability to establish good relationships with diverse individuals and groups
5. Ability to manage a wide variety of guidance information
6. Problem solving skills & knowledge of problem solving methodology
7. Ability to maintain and verify completeness of records
8. Comfortable working with interpreting and translation services
9. Ability to work some evenings

EDUCATION and/or EXPERIENCE: Associate's Degree or higher; previous experience working with families and community resources; previous experience working with students.

LANGUAGE SKILLS: Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public. Bilingual and Biliterate in English and Spanish preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date