



Title:	Student Support Services Coordinator
Reports to:	Assistant Superintendent of Administrative Services
Terms of Employment:	12 months
Salary:	NC State Salary Schedule

Qualifications

1. Master's Degree in nursing, counseling, or social work
2. Licensed Registered Nurse, School Counselor, or School Social Worker

Duties and Responsibilities:

A. District 504 Coordinator

1. Maintains and updates system wide 504 plans and documentation for all children identified as 504 eligible.
2. Ensures Annual Reviews are done on all children identified as having a 504 plan.
3. Serve as resource and liaison for all school 504 Coordinators,.
4. Annually review District 504 Handbook for updates as needed.
5. Provides training for 504 Chairpersons

B. McKinney-Vento Act Homeless Coordinator

1. Ensure district compliance with all statutory requirements of McKinney-Vento Act.
2. Conduct training on the act with system administrators and student support staff.
3. Ensure appropriate documentation and services for children and their families identified as being homeless.
4. Complete annual homeless report as required by NCDPI.
5. Handle McKinney-Vento Grant budget, if applicable
6. Complete end of year grant report to NCDPI, if applicable

C. Child & Family Support Team Initiative

1. District Liaison to State Child & Family Support Officials
2. Ensures all team members receive adequate training and staff development as required by the state.
3. Ensures all schools complete reporting requirements as directed by the Governor's Office.
4. Monitors the work of nurse/social worker teams through review of reports and data, meetings, consultation and site visits as needed
5. Reports to Advisory Council

D. Mental Health Services

1. Responsible for the development of policies and procedures related to mental health programs and services offered in the school system.

2. Serves as liaison between the schools, providers, managed Care Organization and Crisis Mobile unit.

E. School Health Services

1. Responsible for the programmatic supervision of the school nurses.
2. Responsible for the development of policies and procedures related to school health programs and services.
3. Provides Direct Supervision to the lead school nurse.

F. Student Support

1. Coordinates all student support activities within the district to include programmatic supervision of the counseling, social work, nursing, attendance liaison and dropout prevention services offered in the schools.
2. Serves as liaison between school administrators, student support personnel and central office through the sharing of information related to student support services.
3. Coordinates student support services meetings to discuss program needs, concerns and trainings for student support personnel (nurses, social workers, attendance liaisons, counselors).
4. Serves as consultant on a daily basis for all student support personnel, faculty and administrative personnel

G. Drop out Prevention/Attendance

1. Supervision of, and consultation with, Dropout Prevention Coordinator and Attendance Liaisons
2. Available for consultation with all school administrators and student support staff with potential court situations.
3. Ensure the school system is adequately prepared for the Judicial Attendance Council and court through documentation and social work intervention.
4. Works in conjunction with dropout prevention programs

H. Administration

1. Attends the School System Leadership Team meetings.
2. Approves travel, supply and workshop requests for student support staff.
3. Manages the student support services budget.
4. Serves on the Scotland County School Health Advisory Committee.
5. Attends Scotland County Board of Education meetings as necessary to present policies, procedures and data related to student support services.
6. Other duties as assigned by the Assistant Superintendent of Administrative Services.

I. Community Service

1. Ensures school system participation in the several community projects and organizations to include: Scotland County System of Care Collaborative; Scotland County

Community Child Protection Team and Subcommittee; Community Child Fatality Team; Juvenile Crime Prevention Council and Scotland County Drug and Crime Committee

2. Available to speak in the community as requested about student support services.

J. Professional Practice, Development and Management

1. Model professional behaviors that contribute to addressing the needs of the students, families and the community.
2. When necessary and appropriate, actively seek the supervision of the Assistant Superintendent of Auxiliary Services.
3. Understand and practice in accordance with federal, state, and local laws, statutes and/pr policies that relate to students and families: such as, child protection/child abuse, attendance, and education rights and privacy.
4. Consult with school personnel to encourage compliance with laws, statutes and policies.
5. Assume responsibility for his/her own continued professional development.
6. Develop and maintain skills that increase the initiative and effectiveness of the Coordinator of Student Support Services while working in school settings.

K. RtI Coordinator

1. Train RtI teams in the 3 tiered model
2. Organize and facilitate RtI District Committee and Chair meetings
3. Collect information from the schools via a monthly report to monitor progress
4. Attend RtI meetings at each school to monitor and provide support as needed
5. Review and update RtI handbook as needed
6. Consult with the RtI Regional Coordinator
7. Stay abreast of any state changes or recommendations regarding RtI
8. Attend regional/state meetings/trainings
9. Link RtI Chairs to State RtI information

L. PBIS Coordinator

1. Train schools in PBIS Module II once Module I is implemented with fidelity
2. Train schools in PBIS Module III once Module II is implemented with fidelity
3. Organize and facilitate PBIS District Committee meetings
4. Organize and facilitate PBIS Chair meetings
5. Attend PBIS meetings at each school to monitor and provide support as needed
6. Review data collected on the state PBIS website for each school
7. Provide access to several assessments to be used by PBIS schools
8. Conduct PBIS School Wide Evaluations for each school beginning in late winter
9. Enter the School Wide Evaluation information in the state website and write a summary report to provide feedback to each school
10. Attend some of the PBIS assemblies across the district
11. Work with PR Director to promote PBIS within the community
12. Provide consultation and support for PBIS District Wide
13. Consult with PBIS Regional Coordinator