

ELK GROVE UNIFIEDSCHOOL DISTRICT

CLASS TITLE: STUDENT SUPPORT CENTER, COORDINATOR (PREVIOUSLY HEALTHY START COORDINATOR)

BASIC FUNCTION:

Under the direction of the Director of Student Support and Health Services and site administrators, plan, organize, and implement programs for the Student Support Centers at designated sites; manage the implementation and evaluation of activities and services, provide coordination of the case management system; train, and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and implement programs for the Student Support Centers at designated sites.

Manage the implementation and evaluation of grant-specific activities.

Provide coordination of the case management system, including intake assessments, oversee assignments to Family Advocates, collaborate with and support the Student Attendance Review Board (SARB) Program.

Coordinate and provide services to students and their families who qualify as sheltered or unsheltered homeless.

Serve as communication liaison among the school staff, Student Support Center staff, and both private and public community agencies.

Under the direction of the Director of Student Support and Health Services, train and coordinate assigned personnel; interview and assist in the selection of employees.

Serve on various community and District committees or organizations in a leadership or advisory capacity on matters related to Student Support and Health Services.

Provide individual or group supervision of school counselor interns as needed.

Coordinate the Regional Team Program Technicians who will identify, assess, and evaluate the needs of referred students and families.

Coordinate with staff, students, families, and community partners to develop a variety of program activities.

Prepare District and State reports and evaluations related to Student Support Centers; maintain related records; prepare newsletters, special announcements and other communications to promote Student Support Center activities and opportunities for distribution to students, families, and staff.

Assist school staff in areas related to parent involvement and parent education, such as open house activities, to encourage participation within the program; link District staff and parents to workshops and other resources within the community.

Assist in the development and implementation of community-wide projects such as health fairs, dental screenings, immunization clinics; coordinate with existing District and community resources and community leaders; participate in activities and projects as assigned.

Maintain and monitor program budget for sustainability as a program goal; participate in raising supplemental funding as needed.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to various sites to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Case management and family needs assessment systems, including health, psychosocial, educational, vocational and environmental and other needs.

Community resources and County programs that serve the needs of at-risk students and families, including CHDP, Department of Human Assistance, CalWORKS and local community based organizations.

District organization, operations, policies and procedures.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Methods to assist in the development of increased self-awareness and a positive self-concept.

Collaborative strategies in program/team development programs with an emphasis on a multi-disciplinary approach.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Plan, organize and implement programs for the Student Support Centers at designated sites.

Manage the implementation and evaluation of grant-specific activities for Student Support Centers.

Provide coordination of the case management system.

Train and supervise the assigned personnel.

Identify, assess and evaluate the needs of referred students and families.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare District and State reports and evaluations related to assigned activities; maintain related records.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in social services and three years experience in a social services environment.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services School Counseling Credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.