

SANTEE SCHOOL DISTRICT

COORDINATOR OF PUPIL SERVICES AND STUDENT WELL-BEING

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources and Pupil Services, the Coordinator of Pupil Services and Student Well-Being provides coordination, planning, consultation, and assists in the operation and administration of various pupil services functions including, safe and drug-free schools, custodian of records, and pupil personnel services duties. This individual will coordinate the process and implementation of all prevention and character education curriculum K-8, including cyber ethics. This individual will be responsible for coordinating and overseeing the physical education program, K-8. The Coordinator of Pupil Services and Student Well-Being serves as the District's liaison between the District and the Sheriffs' Department, the County Probation Department, the San Diego County Office of Education (SDCOE), and the East County School Attendance Review Board (SARB).

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Coordinates administrative reviews and expulsion hearings.
2. Serves as the Vice Principal of the Santee Success Program.
3. Keeps informed of legal requirements governing student behaviors and school law.
4. Coordinates federal, state, county, and District pupil services programs for at-risk students.
5. Acts as a liaison between the District, the Sheriffs' Department and the County Probation Department.
6. Participates in East County SARB and school site SART meetings and provides the completed documentation regarding student attendance and truancy issues.
7. Provide site Vice Principals and Administrative Interns with staff development and resources on student behavior, intervention programs, bullying prevention, and cyber ethics.
8. Coordinates K-8 physical education program, including new program implementation.
9. Consults with site administrators on a regular basis regarding student needs.
10. Establishes procedures for placement, evaluation, assignment and review of students with regard to the full continuum of pupil support services and programs for at-risk students.
11. Participates in staff development throughout the District; works cooperatively with Education Services to identify in-service needs, and design programs to meet those needs.
12. Consults with parents regarding student behavior, attendance and truancy.
13. Assists staff and parents in resolving issues concerning areas of responsibility.
14. Interprets policy, procedure, and school law to parents and staff, and provides leadership regarding the implementation of student support programs.
15. Chairs District committees related to student well-being and physical education.
16. Performs other duties as designated or assigned by the Assistant Superintendent of Human Resources and Pupil Services.

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EMPLOYMENT STANDARDS:

Education:	Master's degree is required.
Experience:	Minimum of five years of successful experience as a teacher at K-8 level or pupil services specialist. Administrative experience is desirable.
Credential(s):	Appropriate California teaching and/or services credential authorized for grades K-8 and administrative credentials.
Knowledge and Abilities:	Possesses knowledge of learning theories and practices of student behavior programs, and state and federal laws affecting student behaviors; possesses knowledge of learning theories and practices for physical education for grades K-8. Has successfully demonstrated the ability to provide leadership to multi-disciplinary professional personnel; to work effectively with other administrators and governmental agencies, private associations, parents and citizen groups; to exhibit facility in human relationships; to effectively develop and manage project budgets; and to effectively present oral and written reports. Understands physical, emotional and social disabilities, causes and conditions, and the application of educational resources to assist in the development of the child.

BOARD ADOPTED: July 20, 2010
REVISED: May 7, 2013