

MORGAN HILL UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Coordinator of Student Interventions and Categorical Programs

GENERAL DESCRIPTION: Under the direction of the Director of Student Services, the Coordinator of Student Interventions and Categorical Programs is responsible for the development, implementation, and evaluation of the district's assigned student services programs and serving as liaison with appropriate public and private agencies.

DUTIES AND RESPONSIBILITIES:

1. General

- a. Works with appropriate school personnel to design and implement appropriate intervention strategies for at-risk students at the site-level.
- b. Develops and monitors district wide comprehensive safe school plans.
- c. Coordinates the campus security program, including gang intervention strategies and other collaborative relationships with the Morgan Hill and San Jose Police Departments and County Sheriffs Office.
- d. Oversees the District Student Study Team leading to the School Attendance Review Board process.
- e. Assists in coordinating the Health Services program.
- f. Serves as Hearing Officer in the suspension and expulsion process.
- g. Coordinates state and federally-funded programs including Safe and Drug Free Schools, Drug Education, Tobacco Education, School Assistance Program, Title VII Bilingual Education, Migrant Education, English and a Second Language program, and State Preschool and Latchkey programs.
- h. Monitors state and federally funded programs by directing the Consolidated Application and the Coordinated Compliance Review processes.
- i. Coordinates alternative school programs, including: Summer School, Opportunity Program, Independent Study, and Partnership Academy.
- j. Coordinates the choice placement and interdistrict transfer process.
- k. Coordinates work with community agencies, as appropriate.

2. Curriculum

- a. Designs and implements curriculum and provides staff development activities in the general area of child welfare and attendance to certificated and classified personnel.
- b. Oversees the evaluation of programs associated with this position.

3. Community Relations:

- a. Develops methods of disseminating information regarding the importance of regular school attendance and family law to parents, pupils and school staff.
- b. Maintains effective working relationships with various public and private agencies involved in social services and/or law enforcement.
- c. Responds to concerns and questions from community members in a timely and professional manner.

d. Participates in community affairs.

4. Finance:

- a. Manages grants and Categorical program budgets.
- b. Prepares mandated state and federal reports and Board of Education reports within the area of responsibility.
- c. Informs the Director of Student Services and Superintendent and the Board of Education regarding the needs of special attendance programs; i.e., Saturday School, In-House Suspension, Opportunity Class, Day Center Program, Home Teaching, work permits, pupil records.
- d. Develops and manages budgets in the general area of child welfare and attendance.

5. Personnel:

- a. Participates in the personnel selection process when appropriate.
- b. Develops and/or revises policies that pertain to the student services program and communicates changes to all school personnel.
- c. Administers district policies and contract provisions.
- d. Promotes and maintains a professional attitude among staff.
- e. Recommends employment of staff on extra-duty contracts to support school programs.

6. Professional Obligations:

- a. Keeps abreast of professional literature and recent research findings in education and employs such information in the District program.
- b. Participates on District and professional committees.
- c. Represents the District on other decision-making bodies when appropriate.
- d. Works closely and cooperatively with other District administrators as a team member of the District management group.

7. Authority and Functions:

Performs other tasks and functions as are assigned by the Director of Student Services or the Superintendent and/or Assistant Superintendent, Educational Services.

8. Chain of Command:

Reports directly to the Director of Student Services annually regarding the progress toward established yearly goals.

9. Education:

- a. Holds Master's or a Doctorate from an accredited university.
- b. Has successful experience in the general area of child welfare and attendance.

10. License or Certification:

Holds or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.
A Pupil Services Credential preferred.

11. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.