

**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE:** *Coordinator of Student Services*

**GENERAL DESCRIPTION:** Under the direction of the Assistant Superintendent of Education Services, the Coordinator of Student Services is responsible for the development, implementation and evaluation of the district's enrollment policies and procedures, the administration of the District's Child Welfare and Attendance Programs, alternative schools, summer school, intervention programs, and serving as liaison in dealing with parent complaints and with appropriate public and private agencies, including Charter Schools.

**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 alternative school programs, including: Summer School, Opportunity Program, Independent Study, and Partnership Academy.
- h. Implementation of enrollment policies and procedures, including, but not limited to, coordinates the choice placement and inter-district transfer process.
- i. Supervises contractual relationships with private schools involving service to District pupils.
- j. Coordinates district programs with alternative schools and programs to meet the needs of students with exceptional needs.
- k. Oversees the process for home visits or other recognized methods to verify absence in cooperation with school site attendance personnel.
- l. Oversees process on absentee referrals from schools and determines reasons for absenteeism.
- m. Works with principals, teachers and other district employees to solve problems related to tardiness or absenteeism.
- n. Establishes and maintains a system of keeping records and makes reports for future referral.
- o. Assists principals in planning innovative programs aimed at keeping children in school.
- p. Oversees Safe and Drug Free Schools Program and services and Drug and Tobacco Education.

2. Curriculum

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 laws relating to families and children for the use of 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 as appropriate.

4. 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.

5. Authority and Functions:

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

6. Chain of Command:

Reports directly to the Assistant Superintendent of Educational Services annually regarding the progress toward established yearly goals.

7. Education:

- a. Holds Master's or a Doctorate from an accredited university.
- b. At least five years' successful experience as site and/or district level administrator.

8. License or Certification:

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

9. 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.

10. Physical Requirements

Employees in this position must have the ability to:

- a. Sit for extended periods of time.
- b. Enter data into a computer terminal/typewrite, operate standard office equipment, and use a telephone.
- c. See and read a computer screen and printed matter with or without vision aids.
- d. Hear and understand speech at normal levels and on the telephone.
- e. Speak so that others may understand at normal levels and on the telephone.
- f. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

11. Working Environment

Employees in this position will be required to work in indoor and outdoor environments and come in direct contact with staff, students, district staff and the public.

Adopted: 12/6/05

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