

Job Code 15F
Level D
Revised: 06/20

STUDENT SERVICES COORDINATOR ASSISTANT I

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Two years of clerical, office, school or related experience
- Passing score on the following skills assessments: Basic Computer, Internet Basics, and Using Email

B. DESIRED

- AA degree, or two years of comparable experience in a school setting
- Knowledge of P.L. 94-142 regulations, particularly Due Process, Individual plan (IEP), Least Restrictive Environment (LRE)

SUMMARY

Assists the Student Services Coordinator at assigned schools. Acts as resource person and liaison for principals, staff and parents. Performs specialized clerical and public relations tasks involving special education due process procedures for students. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Site and Student Services Administrators

ESSENTIAL FUNCTIONS

- Secures and compiles academic and health information for referred students within established guidelines and maintains confidential folders
- Distributes evaluation information to classroom teachers and maintains logs of such information at each school
- Maintains and records due process procedures regulated by local, state and federal law; provides and obtains appropriate forms and signatures
- Schedules conferences between parents and appropriate staff to consider placement for students in the various special education programs
- Informs parents by phone and mail of conferences; maintains records of conferences and may be required to take minutes of conference
- Coordinates the referral and placement procedure for appropriate students, on behalf of staff
- Records, logs and files reports and notifies staff of reports received
- Maintains registration records of students new to the district and initiates 45-day screening process; initiates a referral if indicated
- Demonstrates organization, aptitude and accuracy in record maintenance
- Attends trainings and workshops

ESSENTIAL FUNCTION (continued)

- Assists the psychologist in a wide variety of functions; acts as resource person, translates or secures a translator, administers or schedules language dominance tests, transports parents to observe special classes or attends scheduled meetings involving placement
- Oversees smooth transition of confidential student records to various schools
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to effectively communicate, both orally and in writing
- Ability to see, hear, and speak, with or without reasonable accommodations
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to work on several tasks at the same time
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate digital office equipment and computers
- Ability to operate a motor vehicle