



HAMILTON LOCAL SCHOOLS JOB DESCRIPTION

- Position:** Student Services Coordinator
- Reports to:** Student Services Director
- Employment Status:** Regular/Full-time
- Classification:** Administration
- FLSA Status:** Exempt
- Description:** Guided by local needs and the Ohio Operating Standards for the Education of Children with Disabilities, the Student Services Coordinator will supervise, develop, and evaluate programs and services geared to meeting the specific individual education needs of students with disabilities and learning differences.
- NOTE:** The below lists are not ranked in order of importance

Essential Functions

- Collaboratively works with administrators and special education staff to coordinate programs and services for students with disabilities and learning differences.
- Plans, organizes, and conducts comprehensive professional development opportunities for teachers, administrators, paraprofessionals, specialists, parents and other staff members.
- Provides support and consultation to teachers, support staff, administration, and parents in the areas of special education to improve instructional capacity and increased student achievement.
- Assists in the recruitment, hiring and evaluation process for student services staff members.
- Works with the Student Services Director to plan and implement improvements to special education and related services programming.
- Coordinates resources and materials to develop plans for academic, psychological, social, and emotional health.
- Coordinates early childhood services, school age services, transition services, postsecondary options, and alternative education programs.
- Leads and coordinates related services such as speech and language therapy, occupational therapy, physical therapy, adapted physical education, nursing, and behavioral services.
- Coordinates and monitors services and supports to ensure compliance with State and Federal Law.
- Assists in the development and review of policies and administrative guidelines concerning special education and student services programs.
- Coordinates activities between the school district and outside agencies.
- Coordinates the district alternative education placements. Responsibilities include contracting with outside agencies for placement seats, recommending purchases of seats, working with building administrators on criteria for placement and evaluating the yearly need in this area.
- Develops and coordinates the implementation of high school graduate follow-up surveys and the programs.
- Ensures the safety of students.
- Establishes and maintains cooperative professional relationships.
- Perform other duties as assigned by the Superintendent or his/her designee.

Other Duties and Responsibilities

- Assist in the development and maintain complete cumulative individual records of students with disabilities and learning differences

- Assist in advising all personnel on rules and regulations regarding all programs that relate to assessment and pupil personnel services
- Maintain respect at all times for confidential information, e.g., student IEP's, testing information, student and staff information
- Represent the building at local, state, and regional activities/committees upon the request of the Superintendent
- Respond to routine questions and requests in an appropriate manner
- Develop an understanding of the educational program of the school district
- Assist Principals with scheduling and grade reporting

Qualifications

- Bachelor's degree (B.A.) or equivalent from a four year college
- Appropriate State of Ohio Certification/Licensure
- Minimum of five years special education classroom teaching experience
- Such alternatives to the above qualification as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of public school law, policies and practices
- Experience in teaching and/or coordinating academic programs
- Basic computer skills
- Ability to operate various office equipment

Additional Working Conditions

- Occasional weekend/evening/summer work/overnight
- Occasional operation of a vehicle under inclement weather conditions
- Occasional exposure to blood, bodily fluids, and tissue
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds, e.g., deliveries of supplies and equipment
- Occasional interaction among unruly children
- Frequently move and position self as necessary to access and operate equipment
- Frequently move around workspace and travel throughout school buildings
- Employee remains free of any alcohol or nonprescription controlled substance and abuse of any prescribed controlled substance in the workplace throughout employment in the district.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Hamilton Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature - Student Services Coordinator

Date

Adoption date: May 13, 2024