



Cardinal Local Schools Job Description

POSITION: School Support Coordinator

QUALIFICATIONS: Licensed Social Worker

REPORTS TO: Pupil Services/Special Education Director

JOB GOAL:

The School Support Coordinator is responsible for supporting the social, emotional, mental, and physical wellbeing of all students. The School Support Coordinator will assist with promoting the general well-being of students, including collaborating with school personnel to develop strategies for student success, working with outside agencies to provide integrated support to students and families, and developing and providing crisis intervention and targeted behavior strategies to assist with at-risk students.

ESSENTIAL JOB RESPONSIBILITIES:

1. Work with a caseload of students at elementary, middle, and high school levels (individual and/or small group) as indicated per IEP or intervention plans.
2. Complete ETR, IEP, and/or intervention assessments and reports, and attend any associated ETR, IEP, intervention, and/or attendance/truancy meetings.
3. Develop Social-Emotional Learning goals and objectives and implement the corresponding instructional services and minutes, including the corresponding quarterly progress monitoring, as noted on IEP documents.
4. Collaborate with parents and families with regard to school and community support.
5. Oversee and provide support to staff in the implementation of Behavior Improvement Plans
6. Provide staff support for working with student behaviors, including integrative and embedded classroom support for modeling and classroom management tools and resources to improve student academic and social success.
7. Provide staff support for crisis intervention and de-escalation techniques.
8. Complete risk & threat assessments at the direction of the school administrator.
9. Provide staff PD when needed regarding student behavior intervention, crisis intervention, de-escalation, executive functioning, and other areas, per the direction of the school administrator.
10. Provide targeted classroom support to students and consultation with staff as part of the district's continuum of services in the Workforce Development Program.
11. Any other duties and responsibilities as assigned by the administrator.

TERMS OF EMPLOYMENT:

Salary, work year, and terms of employment to be determined by the Cardinal Local Board of Education in accordance with the Ohio Revised Code and current Negotiated Agreement.

Evaluation:

Performance of the School Support Coordinator will be evaluated annually by the Pupil Services/Special Education Director in accordance with the provisions of the Cardinal Local Board of Education policy and the current Negotiated Agreement.

I have read the job description and understand my job responsibilities as stated.

EMPLOYEE: _____

DATE: _____