

<b>FNSBSD JOB DESCRIPTION</b>	
Job Title: School Success Coordinator	
Supervisor: Principal	Classification: ESSA
Days/Months: 9 months	Grade: 8

**Job Summary**

The School Success Coordinator supports the safe, efficient operation of the charter school and contributes to fulfilling its mission and philosophy. Under the direction of the principal, the coordinator builds positive relationships with students, families, and staff; monitors and mentors at-risk students; and provides social-emotional skill development through individual, small-group, and classroom lessons.

**Essential Job Functions**

Responds to at-risk students with support and coordination of additional referrals and wrap-around services to students as needed to assist and support overall school success.

Greets visitors; answers and directs in-person and telephone inquiries; provides information to parents, students, staff, and the public..

Administers basic first aid and medications as needed; documents health-related services in SchoolCare. (i.e., ice packs, band-aids, incident documents, etc.).

Assists students with academic work, social skill development, and compliance with positive behavior support plans.

Monitors students as assigned by the principal, to include recess, lunch duty, and classroom emergencies.

Performs general cleaning tasks as needed (e.g., trash removal, spill cleanup, sweeping/mopping common areas).

Prepares food according to planned menus and safe food handling procedures. Operates Point of Sale (POS) software, receives, records account deposits, and reconciles daily sales, inventories, and orders food for the school community.

Ensures the safety of students and staff during school-wide emergencies and safety drills, including supporting evacuations and helping the principal communicate procedures to staff. Assists with cleanup and minor repairs related to vandalism; performs minor building maintenance; moves equipment and supplies as required.

Participates as a member of the school's Student Support Team when requested.

Leads regular lessons on anger management, positive decision-making, and anti-bullying strategies.

Provides teachers with social–emotional learning resources when requested.  
Logs daily prevention and intervention services in PowerSchool.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Standard office equipment, including a computer, printer, copy machine, and fax machine. Other teaching-related equipment, intercom, two-way radios, standard vacuum cleaners, brooms, mops, snow shovel, ladders, and standard commercial kitchen equipment. May be required to use basic hand tools

### **Independent Decisions**

Must make independent decisions: protect confidentiality of student information and records; make appropriate referrals/reports to parents and/or school administrators. Implements student disciplinary measures with the principal's or teacher's input as needed. Monitors class and individual students when the teacher is temporarily occupied with other students.

### **Primary Working Contacts**

Works with the principal, school staff, parents, students, volunteers, and members of the school's student support team and members of the public. Assists and consults with at-risk students.

### **Responsibility for Cash, Equipment, and Safety**

Safety of students under supervision in the classroom and in other environments, such as the hallway, cafeteria, field trips, and recess duty. Ensures the safe operation of kitchen equipment and maintenance of the computer and all peripherals.

### **Supervision Received and Exercised**

None given; receives oral and written instructions from the principal.

### **Unusual Working Conditions**

Exposure to difficult students with behavioral problems and at-risk students. Responds to emergencies and safely restrains students who pose a danger to themselves or others. Requires walking, standing, lifting, and stooping as needed to provide health services for students. Potential exposure to infectious diseases when administering first aid. May be exposed to extreme cold temperatures during recess, grounds cleanup, or school safety emergencies. In the kitchen, work is performed in a fast-paced, crowded environment. Duties require daily lifting of food service products and equipment.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and frequently lift items

weighing up to 35 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, and finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate orally and in writing in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. At least 48 college credits or an associate's degree in an education-related field. Two (2) years of experience working with at-risk students.
2. Ability to obtain Crisis Prevention Intervention (CPI) training within six (6) months of hire..
3. Understanding of effective strategies for working with at-risk students, including those with behavioral challenges or poor social skills..
4. Ability to present information effectively, both orally and in writing, to large or small groups.
5. Demonstrates age-appropriate reading, writing, and math skills and the ability to communicate effectively in English.
6. Must work effectively with all students, including at-risk or behaviorally challenged individuals, communicate clearly with students, staff, and parents, de-escalate conflicts, and safely restrain students when necessary per district guidelines.
7. Ability to maintain a high degree of confidentiality.

The following are preferred:

1. Bachelor's degree in a social service field of study.
2. Elementary and/or secondary education training.
3. Successful completion of de-escalation training.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**