



Coordinator of Student Programs

Job Description

JOB INFORMATION

Job Title: Coordinator of Student Programs

Division: Student Services

Original Adoption Date: March 2026

Latest Revision Date: March 2026

ORGANIZATIONAL STRUCTURE

Reports to:

Executive Director of Student Services



Coordinator of Student Programs

EMPLOYMENT TERMS

Contracted, FLSA exempt, 220-day work year (11-month position)

JOB QUALIFICATIONS

Education

Master's degree in education or related field required.

License/Certification

Current certification in educational leadership is preferred.

Skills

Demonstrated knowledge of federal and state laws, local policies, and best practices related to student services. Strong organizational, communication, and relationship-building skills. Ability to actively listen, provide sound guidance and perspective, and collaborate effectively with administrators, staff, students, and families while maintaining the highest level of professionalism and confidentiality at all times.

Work Experience

Minimum of five years teaching and a minimum of five years of counseling and/or administrative experience preferred.

PRIMARY RESPONSIBILITY

Provide quality leadership, supervision, and administrative support to student services, including health services, social workers, counseling, residency issues, and student activities.

ESSENTIAL JOB DUTIES

1. Lead the implementation, coordination, and ongoing monitoring of the district's Multi-Tiered System of Supports (MTSS) framework.
2. Oversee district Section 504 processes and ensure full compliance with all applicable

- federal laws and regulations.
3. Provide leadership and support for the district-wide implementation of Positive Behavioral Interventions and Supports (PBIS).
 4. Coordinate the Hospital Homebound program to ensure continuity of instruction for eligible students.
 5. Administer and monitor the district's Public School Choice procedures in accordance with district policy and state guidelines.
 6. Oversee student enrollment procedures, including residency verification and required documentation.
 7. Provide training, guidance, and technical assistance to school administrators and staff regarding MTSS, PBIS, and Section 504 implementation and compliance.
 8. Collaborate with school leadership teams to align academic and behavioral supports to improve student outcomes.
 9. Maintain accurate records and ensure compliance with federal, state, and local laws, policies, and procedures related to assigned programs.
 10. Collect, analyze, and use data related to interventions and behavioral supports to evaluate program effectiveness and improve student outcomes.
 11. Serve as a district resource for schools in addressing student support needs and program implementation.
 12. Perform other duties as assigned by the Superintendent or designee.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person, as well as conversing by telephone, is required. Sitting and working on a personal computer for long periods of time are occasionally required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.