



Student Support Services Coordinator Reports to Director of Counselors / Student Support Services

- Be knowledgeable of the MS Board of Education Policy/Procedures of the Three Tier Model and the MTSS behavior tier comprehensive process
- Collaborate with MDE & RCSD personnel to implement the behavior component of the MTSS comprehensive process for all general education students as needed according to state standards
- Assist the local school MTSS teams with record keeping in the MTSS folder as necessary in regard to behavior/ at risk
- Develop time frames & schedule meetings as needed for the MTSS process
- Review 360 software coordinator
- Dropout Prevention/ referral services for the Bridge to Success Program with RCSD
- Dropout Prevention - assist with and coordinate dropout prevention initiatives/ interventions for RCSD
- Chronic Absenteeism- attend MDE and local school attendance meetings and head initiatives related to chronic absenteeism/ truancy in RCSD
- PBIS - Positive Behavioral Interventions & Supports coordinator for all RCSD schools
- Collaborate with parents to inform them of the MTSS process as needed and share accommodation plans as needed

- Maintain knowledge of all appropriate behavioral/ academic interventions and assist in implementation to all local counselors / interventionists and school personnel
- Monitor schools by zone as assigned
- Respond to local behavioral needs and questions
- Review the MTSS folders regarding behavior and/or behavior plans
- Review/conduct observations of implementation of Tier II and III behavior plans
- Meet with local MTSS teams prior to moving any student to Tier III for behavior
- Assist counselors in writing the Tier III behavior plan based on FBA, Review 360 data and onsite observations as needed
- Work with school principals regarding the Learning Center referral process for tier behavior students only
- Review documentation prior to authorization for principal to recommend Learning Center placement for Tier behavior students only
- Attend all Learning Center exit meetings and assist with exit plans in collaboration with the Learning Center Behavior Specialist/ and or counselor
- Offer to train individual school staff members on behavior / PBIS as needed
- Oversee the Behavior/ At Risk Screener for K-12- & analyze data - three to four times per year.
- Audit Elementary intervention lists, Middle School Predictor Plan and High School Graduation Predictor to identify at risk students and behaviors that may jeopardize graduation status / promotion
- Support for Behavior intervention - Individual meetings with school counselors to explain MTSS process and Alternative Education Process
- Collect ABC data for behavior Tier process, as needed
- Conduct student/teacher interviews in Tier process, as needed
- Other duties as assigned

OTHER SERVICES

- College Fair Coordinator – Create invitations, email and phone contact college recruiters, principal letters, parent letters, coordinate transportation scheduling of students, food for vendors. Meet with Hinds Community College to develop a date and discuss services
- Liaison to MACRO – Mississippi Association of College Recruiter Organization - contact to provide college recruiter contact information for Rankin County Schools/ College Fair.
- Liaison with IHL for “College Countdown” services for high schools (signing days for academics & scholarships) as needed
- Coordinate scholarship and financial aid information as necessary for high schools
- Coordination of comprehensive end of year scholarship information and scholarship awards through Google docs/forms
- Audit completion and assist in college and career planning & ISP’s (individual success plans) thru specific software programs for all students in grades 6-12.
- Contact person for RCSD for the ISP (individual success plan) career / college planning & 5 year course plan software
- SAVE Promise Clubs - district coordinator for clubs, events, focus weeks, meetings and grants for these clubs. Liaison for Sandy Hook Promise communication
- Assist with RCSD JDC coordination as needed
- Assist with gifted education coordination as needed
- Assist with general education homebound coordination as needed

Qualifications

Qualifications include:

- Master’s degree or higher
- Highly qualified educator
- School administration and/or Counseling experience preferred