

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Success Coordinator**
Reports to: **School Administrator**
Directed by: **School Administrator**
Work Year: **School Year**

FLSA Status: **Non-Exempt**
Classification: **Classified-PSE**
Supervises: **None**
Salary: **As Stated in Schedule**

Position Summary: Provides regular academic, social/emotional support, and mentoring of at-risk students. Will work with students experiencing emotional or behavioral distress on a daily basis.

Qualifications Required:

- Experience supporting students who are struggling to engage in school.
- Demonstrable excellent communication skills with students, staff, and parents/guardians.
- Evidence of ability to work as a positive team member and to solve problems creatively.
- Proficient in Microsoft Office Suite.
- Basic Math and Language Arts competency to provide academic support to students.
- Experience with online data systems. Able to data mine, analyze, and present data to support student progress monitoring and interventions.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

- Previous experience in a public school setting or related learning/development environment.
- Experience looking at student transcripts and various District academic, attendance, and disciplinary reports and knowledge of State and District graduation requirements.
- Familiar with Multi-tiered systems of support (MTSS), social/emotional learning (SEL), and providing academic support.
- Experience working with students experiencing crisis, making Child Protective Services (CPS) reports, etc.
- Informed and knowledgeable about District program options.

Essential Functions and Responsibilities:

1. Maintains accurate program records and records of student progress.
2. Works cooperatively with students, parents/guardians, School and District personnel.
3. Complies with State laws and District policies and procedures.
4. Providing students with academic support.

5. Collaborates with teachers and counselors to develop and monitor academic, social/emotional, and behavioral support plans.
6. Assists in reviewing and analyzing school data reports on unexcused absences/truancies and follows-up with students and parents.
7. Works collaboratively with teachers, counselors, students, and parents to support student success.
8. Regularly works with students experiencing social, emotional, and/or behavioral distress.
9. Works closely with school counselor to determine appropriate placement of students and effectiveness of implemented interventions as necessary.
10. Works with District staff to ensure compliance and implementation of state, federal, and local grants.
11. Interacts positively with students, staff, parents/guardians, and community members.
12. Collaborates with counseling team to coordinate community mentor program.
13. Participates in school MTSS team.
14. Participates in staff development activities.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to accurately enter a variety of data into a computer system, to monitor and track data, to reconcile data, and to identify and correct errors and discrepancies.
2. Demonstrated ability to effectively establish work priorities, and to make independent decisions.
3. Demonstrated ability to work on multiple tasks simultaneously.
4. Demonstrated ability to be detail oriented with excellent organizational skills.
5. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
6. Continues education in this field to remain current with trends.
7. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
8. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
9. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
10. Demonstrated professionalism through conduct, punctuality, and minimal absences.
11. Demonstrated ability to adapt to a variety of working situations and learn new skills.
12. Demonstrated ability to follow oral and written directions yet exercises independent and appropriate judgment.
13. Demonstrated strong initiative and self-motivation.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands-* Majority of the time spent in the office, working on the computer and/or on the phone. Remaining time walking around office, assisting visitors; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
- *Work Environment-* Well lit, carpeted, with occasional high noise level. Works in classroom setting with multiple students each period; providing academic, social, emotional, and behavioral support as needed; may supervise students during in-school detention/suspension.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

Approval/Revision Date: November 23, 2022

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.