

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Coordinator, Student Support

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide professional leadership, consultation and support of the District's staff to ensure the provision of effective MTSS Behavioral interventions, mental health curriculum developmental and implementation, and threat assessment/crisis response and prevention protocols. The position is responsible for supervising school social workers, supporting teachers, administrators and other relevant staff in meeting identified behavioral, mental health and crisis intervention response and prevention goals, assisting schools in obtaining necessary intervention materials and other resources, assisting in the development and implementation of special programs and services as assigned, and performing related professional and administrative duties as required.

Primary Duties:

Provides leadership, direction, and supervision of school social workers.

Provides professional leadership, consultation and support for all aspects of the District Multi-Tiered Systems of Support–Behavior (MTSS-B) program, including professional development, related data collection, monitoring and evaluation of MTSS-B processes, and serves as contact for all MTSS-B state and other initiatives.

Reviews and makes recommendations for changes as appropriate in District policies and procedures related to MTSS-B, mental health and crisis related programs and paperwork.

Interprets the District's MTSS-B, mental health and crisis programs and related policies to the general public.

Assists program specialists, teachers and school administrators in meeting identified goals in MTSS-B, mental health and crisis response and prevention.

Keeps abreast of developments in MTSS-B, school social work, behavioral, mental health and crisis related issues as it pertains to the school and community, and provides leadership in determining their appropriateness for inclusion in the District's instructional program.

Coordinates, implements and oversees various other special programs, events and projects, either related to MTSS-B, school social work, behavioral, mental health and crisis related issues or to other instructional/administrative functions of the District as assigned.

Serves as consultant to school social workers, school counselors, teachers and school administrators in the development and implementation of MTSS-B, mental health, crisis, and re-entry interventions and plans.

Attends and participates in principal, assistant principal, District school social work/school counselor, District

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threat assessment and alternative education decision, County Mental Health and District Action Planning Team Meetings.

Coordinates with District's School Safety Officer on crisis response protocols and paperwork.

Coordinates with District's Health and Wellness Coordinator on implementation of mental health curriculum K-12 as required by the state, and to provide support on the use and implementation of the District LGBTQ Support Guide.

Collaborates with district curriculum team and administrators in analyzing data relating to continuous improvement of student discipline.

Shares effective instructional strategies with teachers both individually and through in-service workshops, mini-clinics and "ask the expert" sessions; co-teaches or visits teachers in schools to model intervention implementation; observes teachers in the classroom as scheduled and/or as requested by principals; makes recommendations for improvement in performance as appropriate; offers advice and assistance as needed; provides opportunities for teachers to obtain appropriate professional development through workshops; analyzes state and District behavior, crisis intervention, threat assessment, intervention response and discipline data to help target professional development needs.

Provides professional leadership, implementation and monitoring for all aspects of the District's Annual Mental Health Allocation Plan.

Coordinates with SAVE Promise Leaders to ensure effective implementation of Start with Hello and Say Something programs.

Develops, coordinates and implements parent workshops and seminars once per semester on topics related to behavior, mental health, diversity and crisis prevention/intervention.

Liaison's with community agencies that support the District's students and families behavioral and mental health needs.

Compiles data for and prepares various statistical, administrative and professional reports as required by the District and/or other agencies.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Facilitates and/or participates in frequent meetings with teachers, principals and administrators to discuss issues in areas of responsibility.

Attends training, conferences, workshops and meetings as appropriate to enhance job knowledge and skills.

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Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, division; may compute ratios, rates and percents.

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Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

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“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in education, educational leadership or related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Requires state of Florida Professional Educator Certificate in school social work (preferred) or related field.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires five years of related experience in the classroom and/or in education administration.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

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American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director, Teaching and Learning

Supervises:

School Social Workers

PAY GRADE: From: D138 A1 To: D138 Q3

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 08/25/2020