

## **East Side Union High School District**

**JOB TITLE: STUDENT SUPPORT COORDINATOR (SST/ 504s)**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of the Director of Instruction, the Student Support Coordinator will develop, facilitate, and coordinate the implementation of systems, policies and procedures pertaining to the District's tiered intervention system, including Student Support Teams (SST) and Section 504 Plans.

**SUPERVISOR:** Reports to the Director of Instruction

### **SPECIFIC FUNCTIONS AND DUTIES**

Communicate and provide information and assistance to school administrators, school SST and 504 coordinators, teachers, staff, and families regarding Student Support Teams (SST), Section 504, and the district's Multi-Tiered System of Support (MTSS)

Implement and maintain a Section 504 Monitoring System approved by OCR and adopted by the Board of Trustees to ensure full compliance by all district employees

Coordinate the work of the school sites' SST and Section 504 Teams

Work with district staff, psychologists, counselors, and inclusion specialists to communicate and support SSTs, Section 504 Plans, and the MTSS framework

Provide recommendations and consultation for administrators, SST and Section 504 coordinators regarding appropriate, legal accommodations

Consult with school site SST and 504 coordinators to provide support and recommendations for appropriate interventions and accommodations for general education students

Maintain updated and accessible SST and Section 504 forms and district support handbooks

Develop, oversee and provide professional development for principals, SST and Section 504 school site coordinators and district administrators

Assist site administrators and MTSS Teams in developing school-wide systematic processes for examining student data to identify general education students in need of Tier II and Tier III interventions

Ensure that the SST and Section 504 processes adhere to multiple legal requirements in order to protect the legal integrity of the system and students

Coordinate and ensure the submission of all related state and federally required reports, including compliance and State quality assurance programs as related to SST and Section 504

Develop, coordinate and implement processes and procedures for assessing the effectiveness of the Student Support Teams

Analyze SST and Section 504 data in order to inform system improvement planning

Maintain Communication with school site principals regarding the implementation of SST/Section 504 Programs, as well as issues that require resolution

Assist the District's Title IX Coordinator with investigations of formal and informal Section 504 complaints

### **SKILLS AND KNOWLEDGE**

Demonstrated leadership and organizational skills

Demonstrated written and oral communication skills

Knowledge of evidence-based instruction, interventions, assessment, data-based decision making, including the MTSS framework

Knowledge of legal mandates, policies, regulations and procedures pertaining to Section 504, IDEA, and FERPA

School district laws, policies

Computer software and other technology

Other duties as assigned

### **SUPERVISION EXERCISED OR RECEIVED**

Supervise and support 504 and SST School Site Coordinators

Supervised by the Director of Instruction

### **QUALIFICATIONS**

California Administrative Services credential

Master's Degree preferred

A minimum of three years of secondary level experience preferred

### **WORK YEAR**

12-month position

Certificated Administrative Salary Schedule

216-218 Day Positive Work Year

## **EVALUATION**

Annually by the Director of Instruction

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

1. Seldom = Less than 25%
  2. Occasional – 26%-50%
  3. Often = 51%-75%
  4. Frequent – above 76%
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- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
  - b. Ability to stand for extended periods of time [2]
  - c. Ability to see to read, prepare and proofread documents [4]
  - d. Ability to hear and understand speech at normal level [4]
  - e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
  - f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]
  - g. Ability to lift 5-20 lbs. [2]
  - h. Ability to carry 5-20 lbs. [2]
  - i. Ability to operate office equipment [4]
  - j. Ability to reach in all directions [4]

## **WORKING ENVIRONMENT:**

Office environment

Required to travel by personal and/or district vehicle to and from District sites and to work at remote District sites as needed to perform work activities.

## **REASONABLE ACCOMODATION:**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 10/25/2022 Bd Mtg