

GATES CHILI CENTRAL SCHOOL DISTRICT

JOB OPENING

Apply on-line at: <https://www.applitrack.com/gateschili/onlineapp/>

Deadline: 5/20/2018

Coordinator of Student and Family Support Services

GENERAL STATEMENT OF DUTIES:

The *Coordinator of Student and Family Support Services* assesses, creates, implements, maintains, and evaluates, the necessary social emotional supports for students and families to address the barriers for learning and teaching to increase overall student achievement.

EXAMPLES OF DUTIES: (Illustrative only)

The Coordinator of Student and Family Support Services is responsible for:

- A. Planning and leading professional activities with parents, faculty and student groups, as requested, in advancing social/emotional and behavior growth in students and related activities and objectives.
- B. LEA McKinney-Vento Liaison: determines eligibility for services under the McKinney-Vento act, provide oversight and consultation to building liaisons, coordinate transportation, counseling, and free lunch for eligible student. Provide families with referrals to community-based services, manages M-V Title I funds.
- C. Creating, implementing, maintaining and overseeing district registration, residency and shared housing procedures.
- D. Supervision of the District's Registrar, the District's student registration process and residency matters.
- E. Supervision of, support of, and collaboration with the District's mental health staff.
- F. Oversight and facilitation of the work of Trauma, Illness, and Grief (TIG) Team in conjunction with the District's Medical Director.
- G. Acting as coordinator of 504 services provided throughout the District.
- H. Data collection and analysis (M-V, Residency, YRBS, TIG etc)
- I. Providing oversight to the McKinney-Vento BOCES Social Worker for grant funded work through the BOCES 2 collaborative.
- J. McKinney-Vento Grant Writing and Reporting
- K. District liaison with community agencies and attendance at County collaborative meetings (Hospital/School, Mental Health/School, CPS/ School/, Resiliency/County, SAP, 7 Town Alliance).
- L. Conducting observations of staff through the APPR process.
- M. All other duties as assigned.

ACCEPTABLE TRAINING AND EXPERIENCE:

The *Coordinator of Student and Family Support Services* is District level certified administrator or its equivalent. This individual must have successful experience as a master's level or clinically certified social worker or related background, plus, a working knowledge of education law regarding, homeless students, enrollment, residency, and special education. This individual must have at least 3 years of experience in an educational setting, and be knowledgeable about multiple systems (DHS, DOJ, OHM, CPS, FACT etc.) and the impact of multiple systems on families.

REPORTS TO:

The Director of Pupil Personnel Services and the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve-month position with salary and benefits, as determined by the administrator contract.

EVALUATION:

Performance of this position will be evaluated annually by the Director of Pupil Personnel Service with input from the Associate Superintendent for Instruction in accordance with the provisions of the Board of Education Policy on Evaluation of Teaching Personnel and the Collective Bargaining Agreement.