

**STUDENT SUPPORT SERVICES COORDINATOR**  
**Coordinator Salary Schedule**

**PRIMARY FUNCTION**

To assist with supervision, coordination and maintenance of a high quality Student Support Services Department within the District.

**Directly Responsible to: Director of Student Support Services**

**EXAMPLE OF DUTIES**

- Assists with the supervision, coordination, and allocation of special education programs, resources, testing and budgets
- Participates in SELPA activities such as Community Advisory Council, staff development, and Directors' meetings
- Assists with the implementation of district core curriculum for special education students with the Assistant Superintendent of Instruction
- Coordinates and/or provides staff development specifically designed to meet mandates for special education and pupil personnel
- Assists school administrators with the evaluation of special education personnel as directed
- Evaluates, requisitions and allocates supplies, materials and equipment as directed
- Consults with school personnel regarding individuals with exceptional needs, welfare and attendance
- Provides leadership at Student Support Services staff meetings as directed
- Assists school administrators with evaluation of counselors
- Assists with coordination of activities in the Student Support Services office including: supervision and evaluation of psychologists, counselors, APE specialists, nurse, and secretarial staff; develop reports requested by state, county or SELPA; performs committee related work as assigned through SELPA
- Works collaboratively with Los Angeles County Special Education Programs, districts, parents, staff, and other agencies
- Assists with Student Services activities including health, child welfare and attendance (SARB), suspension/expulsion, and implementation of legal mandates for health and safety
- Performs other related responsibilities as assigned by the Director of Student Support Services

**QUALIFICATIONS GUIDE**

- Possess valid California Credential with School Administration authorization

- Masters Degree
- Successful experience in the field of special education and/or school psychology is desirable

**ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Vision which allows accurate observation from a distance
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to perform non-violent crisis intervention procedures
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*