

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, Student Support Services

Purpose Statement

The job of Coordinator, Student Support Services, is done for the purpose/s of developing program materials and various services related to Gang Risk Prevention, Intervention and Friday Night Live programs; and participating in the introduction of developed services and/or materials into the school system through staff in-service training, parent training, and direct service delivery to students.

Essential Functions

- Acts as liaison between the County Office of Education and other agencies (e.g. target schools, local gang and youth violence services, local law enforcement, etc.) for the purpose of facilitating access to resources concerning students at high risk for gang involvement and school disengagement.
- Assists in tracking expenditures for the purpose of monitoring program budgets and grant fund balances and ensuring that expenses are within budget limits and fiscal practices are followed.
- Collaborates with a variety of groups and/or individuals (e.g. school district staff, subject matter experts, community agencies, etc.) for the purpose of identifying youth violence risk factors and developing and/or implementing appropriate strategies to reduce identified risk factors and engage youth.
- Compiles data from internal and external sources for the purpose of assisting in evaluating student disengagement and youth violence statistics and trends, and monitoring program components.
- Composes a variety of written communications (e.g. program events updates, newsletters, promotional flyers, business sponsorship reports for distribution, etc.) for the purpose of documenting activities, providing supporting activities for requested actions, and promoting services across the county to school districts, school sites and the community at large.
- Coordinates and conducts training and in-services for program staff, teachers, advisors, drug use prevention coordinators, administrators, counselors, school staff, parents and students for the purpose of implementing services and programs at targeted school sites.
- Develops program materials and services for the purpose of providing supporting materials for student engagement and leadership development services for school system staff in-service training, parent trainings and direct service delivery to students.
- Facilitates and participates in a variety of meetings, workshops and committees (e.g. unit staff meetings, Office of Education meetings, parent meetings, county and state-wide meetings, etc.) for the purpose of conveying and/or gathering information, identifying and developing recommendations, providing training, supporting other staff and maintaining group commitment to project or program goals.
- Maintains a variety of written or electronic files and records (e.g. issue papers, chapter logs, event evaluations and summaries, periodic summary reports, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Organizes and coordinates positive activities for all high schools in San Diego County for the purpose of promoting positive youth leadership opportunities free of alcohol, tobacco, drugs and violence.

- Performs personnel administrative functions (e.g. evaluating, supervising, coaching, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.
- Provides follow-up of in-service training session for the purpose of assisting with evaluating the effectiveness of student engagement and leadership development materials and services introduced into the schools and evaluating the need for additional training and observations.
- Provides services directly to students in areas of student engagement and leadership development (e.g. student assistance programming, classroom presentations, mentoring, career planning, etc.) for the purpose of developing strategies that will meet the specific needs of adolescent and teen boys and girls.
- Researches and prepares grant proposals for the purpose of providing written reference and supporting materials for obtaining funding for services and programs.
- Reviews existing materials and services for the purpose of identifying specific areas of necessary change and opportunities for improvement.
- Serves as a resource for the implementation of programs/services to prevention/intervention coordinators and targeted school districts for the purpose of providing on-going technical assistance with respect to student engagement and leadership development services and materials.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: student engagement and leadership development; research and evaluation techniques, laws and regulations regarding gang and youth violence and drug abuse; local gang structures; alternative funding sources; school and district organization; Friday Night Live objectives and activities; budgetary principles; principles of supervision; physical and emotional development of adolescents; and mental health issues.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working effectively independently and as part of a team; communicating with diverse groups in a nonjudgmental manner; working flexible hours; reading and interpreting

legislation; grant writing; displaying patience and a sense of humor; understanding verbal input and responding quickly and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to: a bachelor's degree in education, social work, sociology, psychology, or field closely related to the classification and four years of experience related to student engagement and leadership development, education, school-based counseling or social work case management, or mental health promotion. Experience must include: managing multi-site prevention projects; working at or with K-12 school sites, including alternative education programs; managing budgets and supervising staff.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Maintains Certificates and/or Licenses

FLSA State: Exempt

Salary Range: Classified Management, Grade 45

Personnel Commission Approved: October 19, 2016