**Coordinator of Student Services- High School**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Campus Principal

**Dept/Campus:** High School **Paygrade:** Pro-4

**Wage/Hour Status:** Exempt **Date Revised:** February 2013

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Provide for the systemic study and analysis of the teaching-learning process and the development, implementation, and evaluation of programs. Provide for the development, alignment and implementation of quality curriculum to enhance student achievement. Provide teachers with effective classroom management and instructional techniques; coordinate assigned activities and services.

**QUALIFICATIONS:**

**Education/Certification:**

Master's degree in educational administration

Texas mid-management or other appropriate Texas Certificate

Certified Professional Development and Appraisal System (PDAS) appraiser

**Special Knowledge/Skills:**

Thorough understanding of school administrative operations

Strong organizational, communication and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher

Two years experience in participatory leadership role

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.
2. Promote a positive, caring climate for learning.
3. Deal sensitively and fairly with persons from diverse cultural backgrounds.
4. Employ effective interpersonal skills.
5. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
6. Coordinate all functions of the AESOP system for Texas High which includes securing substitutes for staff absences.
7. Supervise between passing periods and during lunch.
8. Supervise front office and coordinate the reception area before 8:00am each morning.
9. Supervise events as directed by the campus principal.
10. Assist principal in developing, maintaining, and using appropriate information systems and records necessary for attainment of campus performance objectives and academic excellence indicators as assigned.
11. Assist in the administration of the daily organization of the school activities including class schedules, teacher assignments and extracurricular activities.
12. Observe employee performance, record observations, and conduct evaluation conferences with staff; serve as a second appraiser in the PDAS.
13. Assist principal in interviewing, selecting, and orienting new staff as assigned.
14. Coach and train teachers to utilize various instructional strategies to meet student learning needs.
15. Model effective classroom management and instructional techniques which when appropriately implemented by the classroom teacher will lead to improved student performance.
16. Supervise the reporting and monitoring of student attendance and work with the attendance officer on investigative follow-up actions.
17. Coordinate and provide adequate supervision of students during non-instructional periods.
18. Implement policies established by federal and state law, State Board of Education rule and local board.
19. Provide input to develop a student management system that results in positive student behavior.
20. Conduct conferences with parents, students, and teachers concerning school and student issues.
21. Present for students a positive role model that supports the mission of the school district.
22. Take the initiative to develop needed professional skills appropriate to job assignment.
23. Demonstrate behavior that is professional, ethical, and responsible.
24. Articulate the school's mission to the community and solicit its support in realizing the mission.
25. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
26. Work in a supportive and collaborative fashion with district personnel.
27. Comply with all district and local campus routines and regulations.
28. Effectively communicate with colleagues, students, and parents.
29. Assess and respond to needs related to job responsibilities.
30. Exercise strict professional confidentiality.

**SUPERVISORY RESPONSIBILITIES:**

Shares supervisory responsibility for professional staff with school principal; supervise teachers, custodians, paraprofessionals and clerical personnel and others when assigned by principal

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to remain productive and maintain control under stress; ability to supervise others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also include moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions. Frequent district wide and statewide travel; occasional prolonged and irregular hours;

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date