

SAN YSIDRO SCHOOL DISTRICT

TITLE: Coordinator of Pupil Services

REPORTS TO: District Administrator

DEPARTMENT: Pupil Services

CLASSIFICATION: Classified -Management (12 months)

FLSA: Exempt

SALARY: Management Salary Sched.

Revised:

Board Approved: January 27, 2022

BASIC FUNCTION: Under the supervision of the Assistant Superintendent, the Coordinator of Pupil Services plans, coordinates, develops and promotes the development and implementation of the district's family and community full service programs. Assists families with the documentation and verification of the student enrollment, residency and attendance.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Serve as an expert and liaison to other agencies working with homeless youth, foster youth, migrant youth, and military families.
- Consult and advise district personnel and community agencies regarding child welfare mandates, federal and state regulations and laws affecting the education and homeless children and youth (such as the McKinney-Vento Homeless Assistance Act)
- Develop and implement a reliable system to identify and validate data on child welfare status.
- Develop and implement effective referral and liaison services to students and families.
- Provide updated information to the district website regarding family and community services and child welfare information.
- Provide human services to students and their families such as obtaining uniforms, health insurance, transportation, housing, medical services and food.
- Stay apprised of the legal requirements for student enrollment and transfers in order to support the coordination and support of student enrollment and transfers.
- Maintain the district website with the most current information on services related to job duties.
- Settle disputes regarding enrollment issues for unhoused youth, foster, and military families.
- Develop working relationships with agencies, law enforcement and the community to develop and implement appropriate strategies to address the social, emotional and academic needs of the students.
- Participate in collaborative community-based committees, to support the development of wrap-around services for students and their families.
- Assist in writing and managing reports and grants.
- Support the district in evaluating the effectiveness of homeless education prevention intervention materials and services introduced into the schools.

- Coordinate and support with the School Attendance Review Board (SARB) and the Behavioral Attendance Review Team (BART).
- Supervises and evaluates assigned staff.
- Coordinate and support the implementation of attendance systems/initiatives designed to improve daily attendance districtwide and reduce the number of chronically absent students.
- Support the suspension process and monitor data reporting by schools.
- Support in the coordination of the expulsion process, including expulsion hearings.
- Perform related duties as assigned.
- Provide school support as needed.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's degree in education, social work, psychology or related field and at least 5 years of experience in working with students and their families.
- Strong oral and written communication skills

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Knowledge of LCAP, Title I and Title III
- Pupil Personnel Services (PPS) Credential
- Certificate of Eligibility of Preliminary Administrative Credential

WORKING CONDITIONS

Indoor and outdoor school setting which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.