

COORDINATOR IV: ACADEMIC AND BEHAVIORAL INTERVENTIONS

DEFINITION:

Under the direction of the Executive Director of Student Support Services, the Coordinator of Academic and Behavioral Interventions serves as a resource to schools, families and students from Preschool through 12th grade.

This Coordinator provides leadership and coordination in the ongoing development and improvement of academic and behavioral interventions, programs and services. The Coordinator evaluates the academic, behavioral and social, emotional well-being of our students and intervenes when appropriate to address student needs, connects students and families to district and community resources, and develops programs and systems that support our schools in identifying and responding effectively to student needs. Supports the development and implementation of a Multi-Tiered System of Supports (MTSS) at the district and school-site level).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Academic Interventions:

- Supervise Intervention Psychologists and support in development of coaching and training opportunities
- Provide coaching and assistance to school teams in selecting and implementing an MTSS system that meets the academic needs of all students
- Consults and coaches on the development of appropriate Tier I instruction, selection of Tier II and III intervention materials and development of program implementation
- Evaluates, purchases, distributes, and provides support for intervention materials.
- Collaborates with district and building administrators to design an individualized plan for each school that is focused on creation of an MTSS system that supports all students
- Supports sites in using data to make decisions about intervention supports for students and development of intervention and extended learning programs
- Collaborates with district staff on curriculum design for summer school intervention programs and monitoring student progress
- Provides consultation with sites supporting the development of compliant 504 plans

Title I:

- Provide training and staff development for Title 1 Site Representatives and Title 1 Principals
- Evaluate program and intervention effectiveness
- Collaborate with Title 1 sites to develop effective Intervention and Extended Learning programs
- Supports sites in using funding to meet the needs of at-risk students

Behavioral Interventions

- Supervise Behavior TOSAs and support in development of coaching and training opportunities
- Implementing Positive Behavioral Interventions and Supports (PBIS) at all sites
- Support the use of AERIES and SWIS data in making decisions about school climate
- Training sites in cultural competency in an effort to improve school climate
- Collaborate with other Student Services Coordinators to better serve stakeholder groups
- Prepare & distribute resources for administrators, teachers, classified staff and parents to support various needs
- Evaluate programs and services to increase effectiveness and best support current needs
- Provides consultation with sites supporting the development of compliant 504 plans

Prevention Programs

- Coordinate and facilitate district support of Stop & Think Twice and Smart Start for all high schools
- Develops, prepares, communicates and distributes training and materials for Red Ribbon Week for all schools
- Collaborate with City of Irvine staff and middle and high school youth action teams
- Collaborate with Irvine Police Department and City of Irvine Community Services staff to influence

mutually beneficial support and resource linkage for IUSD students and families

McKinney-Vento Homeless Liaison

- Fulfills all liaison duties specified by the McKinney-Vento Homeless Assistance Act
- Ensure that homeless children and youths are identified by school personnel and that all enrollment barriers are eliminated
- Ensure that homeless families, children and youth are referred to health care services, dental services, mental health services, and other appropriate services
- Ensure that the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children
- Ensure that enrollment disputes are mediated in accordance with federal law
- Arrange educational opportunities for parents related to effective parenting, building self-esteem, discipline, anger management, conflict resolution, health, hygiene, and nutrition
- Intervene in cases where excessive absence or truancy is the presenting problem, work with sites to monitor and support student attendance
- Provide staff development and consultation designed to support student success
- Work collaboratively with site administrators, school counselors, and other school staff to meet student needs

OTHER

- Supervise and monitor MediCal Administrative Activities (MAA) districtwide
- Collaborate with district stakeholders to develop budgets and work plans for each category of annual funding from the City of Irvine Educational Partnership Fund (Measure BB)
- Analyzes department budget, allocate resources and monitor expenditures
- Develops & implements staff professional learning and parent engagement related to behavioral, social-emotional, and mental health needs of students
- Other duties as assigned

QUALIFICATIONS GUIDE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing educational programs in California.
- State funding allocation methods.

Ability to:

- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Collaborate with other agencies in planning and implementing effective programs, including staff and parent training, within established budget constraints.
- Assure accuracy of data input and management.
- Maintain confidentiality of student information.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION/EXPERIENCE:

- Five years of successful, relevant education related work experience
- A Master's degree from an accredited college or university is preferred
- Valid California teaching or other related Services credential
- Site administrative experience preferred
- Possession of a valid California driver's license

PHYSICAL DEMANDS:

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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