



# IRVINE UNIFIED SCHOOL DISTRICT

## COORDINATOR IV: STUDENT SERVICES

### DEFINITION:

The Coordinator, Student Services, under the general supervision of the Director of Student Services, is responsible for the administration, coordination, and supervision of all district child welfare, student discipline, and student safety operations, to ensure access and equity to all available district programs and curriculum.

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

### District Support

- Manages procedures for enrolling students and collecting and maintaining student demographic and emergency data
- Coordinates the administration and enforcement of all matters pertaining to residency, guardianship, open enrollment, and intra- and inter-district transfers
- May serve as chief Administrative Hearing Officer in expulsion hearings and coordinates student discipline review and hearing process
- Provides assistance, updates, and guidance to all school administrators relative to legal interpretation of the California Education Code and appropriate Tier 1 and Tier 2 behavior interventions and restorative practices
- Maintains an accurate understanding of all alternative programs available to district students, including managing and coordinating ACCESS referrals
- Helps coordinate and manage referrals to District programs, including Alternative to Suspension (ATS), Juvenile Alcohol and Drug Education (JADE), and Vaping Cessation.
- Helps coordinate and manage Red Ribbon Week and the Stop and Think Twice- Substance abuse prevention program
- Serves as a District trainer on the Comprehensive School Threat Assessment Guidelines (CSTAG) and provides District-level support on an ongoing basis regarding threat assessments
- Coordinates and evaluates subordinate personnel
- Conducts home visits and other related activities to promote positive school attendance
- Builds and maintains community partnerships to support student behavior, student safety, and social/emotional wellness, including partnering with Irvine Police Department
- Coordinates district-wide maintenance of all student records and the processing of material from these records as requested by authorized persons and/or agencies
- Prepares, updates, and coordinates the annual distribution of the “annual notification to parents,” pursuant to Education Code 48980
- Develops, maintains, and coordinates all district required reporting efforts to various agencies.

### Section 504

- Supervises and directs the coordination of Section 504 in the areas of compliance, evaluation timelines and procedures, and development and implementation of 504 plans
- Provides staff development for administrative and certificated staff in the area of Section 504
- Serves as the District’s Section 504 Compliance Officer, including overseeing and maintaining the Section 504 Procedural Manual and all due process complaints under Section 504, including scheduling and arranging due process hearings
- Works directly with the Data Specialist to analyze Section 504 trends and data to improve and expand existing practices
- Provides coaching to administrators, TOSAs, and other designated personnel on a variety of compliance issues pertaining to Section 504 as well as District level support on specific cases
- May attend Section 504 or SST meetings as District-level support

**QUALIFICATIONS GUIDE**

**Knowledge of:**

- Child welfare and attendance laws
- District policies and procedures related to suspension, expulsion, and involuntary transfer of students
- Counseling and conflict mediation strategies
- Alternative educational and intervention programs within and beyond the District
- Due process requirements, truancy prevention, and drop-out recovery programs.

**Ability to:**

- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties
- Communicate effectively both orally and in writing with the community and all school district and school site personnel
- Operate a motor vehicle
- Operate computer related equipment

**EDUCATION/EXPERIENCE:**

- Credential: Valid California administrative credential
- Education: Master's degree or higher
- Experience: 5 years teaching or equivalent and 3-5 years of successful administrative experience with a record of leadership in an educational setting

**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 stand; walk; sit; use hands to finger, handle, and feel objects, tools, and controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk and hear; and taste and smell.

The employee must occasionally lift and/or move up to 10 pounds. 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.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

New 3/31/23