

**DISTRICT COORDINATOR
(PUPIL SERVICES)****DEFINITION:**

Under the direction of the Director or designee, coordinate, consult and implement District disciplinary policy; conduct expulsion hearings; coordinate and implement intra and inter District transfers; handle welfare and attendance function; supervise other pupil services as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as Child Welfare and Attendance Officer for the District, including enforcement of State laws on attendance; attendance counseling for students and parents.
- Consult and coordinate District policy and practice on discipline, attendance with District and school administration; maintain liaison with Orange County Department of Education; assist schools in areas of legal compliance with discipline and attendance issues; and coordinate and facilitate training of assistant principals assigned to discipline.
- Coordinate and annually update School Safety Plans for all schools; coordinate and update, as needed, California Safe School reporting; assist with student safety assessments.
- Complete various State and Federal reports as required.
- Coordinate crisis response.
- Coordinate with facilities and individual schools for inter District transfer; process transfer requests accordingly.
- Coordinate with facilities and individual schools for CHOICE intra district transfer process; may process transfer requests accordingly.
- Serve as chairman for the District School Attendance Review Board (SARB).
- Conduct expulsion hearings; conduct safety assessments of individual students to help determine if students are safe to return to a SVUSD school.
- Maintain community liaison with all community agencies involved with pupil services, attending meetings with other agencies and serving as District Coordinator for State and Federal services.
- Assist in providing direction to Pupil Services and campus supervision staff as assigned, such as: guidance specialists/counselors (intervention) and lead campus supervisors, provide inservices and advise regarding laws and procedures related to assigned staff, etc.
- Assist and coordinate Section 504 and collaborate with Special Education issues as needed.
- Maintain liaison with Orange County Department of Education; serve as liaison with County offices and with private schools serving the District's students in special education; coordinate Horizons/OCDE schools with compliance issues; coordinate Homeless and Foster Care Children NCLB.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

California Education Code related to school discipline, expulsions, attendance and student transfers; California Education Code and Federal law related to special education; K-12 education and District level issues.

Ability to:

Plan, organize and direct complex programs of special services; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential; valid California administrative credential preferred; and valid California driver's license.

Board Approved: May 13, 2008

Revised: May 3, 2011

Board Approved: May 10, 2011

Revised and Board Approved: July 16, 2013

Revised: December 1, 2015

Board Approved: December 10, 2015