

Davis Joint Unified School District

Job Description

Position Title:

Student Success Center (SSC) Coordinator

Range:

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Basic Function:

Under the direction of the Davis Senior High School Administration, the Student Success Center Coordinator works with staff, students and parents to provide a positive and structured program that promotes positive academic, social and behavioral performance in students assigned to the program. The Student Success Center Coordinator plays a critical role in the overall intervention program, maintains program records, and provides regular reports. The Student Success Center Coordinator oversees the program that serves as the in-school suspension program for DJUSD secondary schools and will support school-wide intervention programs. On days when SSC services are not needed, the Student Success Center Coordinator will support school-wide intervention programs.

Essential Duties:

1. Understand and execute the mission and goals of the SSC.
2. Carry out the day-to-day protocols of the SSC including, but not limited to; supervision of students in the SSC, monitoring individual student progress while assigned to the SSC, collecting and organizing student data and maintaining student records in the SSC.
3. Report on the SSC to all stakeholders on an annual basis.
4. Provide academic assistance to students as they complete their assignments.
5. Reinforce school rules.
6. Work with the school librarians to make texts and curriculum materials available to students in the SSC.
7. Communicate daily with students' classroom teachers and the Head Campus Supervisor to secure the students' assignments.
8. Communicate with students' administrators, counselors and teachers regarding student progress.
9. Coordinate with site staff (counselors, drug and alcohol counselor, Head Campus Safety Supervisor, teachers, etc.) to help student access needed supports.
10. Follow up with students to monitor their progress throughout the school year.
11. Communicate with administrators at all secondary school sites to facilitate assigning of students to the SSC.
12. Contact students' parents regarding their child's presence in the SSC.
13. Maintain attendance records and communicate student attendance to the Attendance Office daily.
14. Meet with administrators regularly to discuss the functioning and progress of the SSC.

15. Maintain the SSC as a safe place that promotes mutual respect, academic success, and positive personal growth.
16. Monitor lunch detention and provide students with resources (test prep, Naviance, referrals, SchoolLoop, etc.)
17. Provide support to school-wide intervention programs when the SSC is not utilized.
18. May provide direct interventions to students under the direction of a credentialed staff member (i.e. attendance, tutoring, parent contact, etc) and/or referring students to other campus resources.
19. Participate actively on the CARES Intervention Team by presenting intervention data, reporting information about students, discussing ways to improve delivery of intervention strategies, etc. at its meetings.
20. Work with students and teachers to ameliorate missing assignments.
21. Collect and manage data for various assigned intervention programs.
22. Perform additional duties as assigned that support the overall objective of the position.

Demonstrated Knowledge Of:

- Principles, methods and practices related to program development, advocacy, goals and objectives.
- Educational and tutorial programs.
- Oral and written communication skills (bilingual skills recommended).
- Best practices for supervising secondary students.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned computer programs and systems.
- Effective academic support strategies.
- Positive intervention strategies.
- Secondary curriculum content and objectives.

Demonstrated Ability To:

- Be visible on campus and meet with administrators, teachers, counselors and campus supervisors.
- Keep and maintain accurate records.
- Interact positively with students, parents and staff.
- Communicate effectively with students and parents from varied cultural, economic, and educational backgrounds.
- Communicate effectively in oral and written form.
- Assume a high level of responsibility and take initiative.
- Interact with a wide variety of personalities and situations requiring tact, judgment, and poise.
- Identify and resolve problems.
- Function effectively in stressful situations.
- Provide students with academic support.
- Promote a positive school climate.
- Help students improve their behavior.
- Recognize and protect confidential information and to respect the privacy of students.

- Work collaboratively with other education professionals.

Educational Background:

A Bachelor's degree preferred or AA degree with successful experience in an educational setting.

Experience Required:

Successful experience working in an educational setting with secondary students

Working Conditions:

Office and classroom setting. Significant physical abilities include balancing, reaching and handling, manual dexterity, talking/hearing conversations and other sounds with or without aids, near and far visual acuity/depth perception with or without visual accommodations.