



POSITION DESCRIPTION

JOB TITLE: Student Services Coordinator Job Class: 2170		
DATE	DEPARTMENT OR SCHOOL Student Services	DIVISION Student Services
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>The Student Service Coordinator implements the district’s policies and procedures regarding serious discipline problems and processes parent’s requests for assignments.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent’s time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Conducts hearings with school officials, parents, and students regarding serious breaches of the school/classroom code of conduct that have been determined to be serious (Level 4) offenses. Ensures due process procedures for all students.
2. Consults with parents and students throughout the disciplinary process including explanation/clarification of administrative policies and procedures related to the expulsion process.
3. Determines appropriate alternative student placement as an option to expulsion in specified cases.
4. Makes referrals for appropriate supportive programs for students recommended for expulsion. Establishes and maintains records of services offered.
5. Makes an appropriate school assignment for every student recommended for expulsion.
6. Collects and maintains data related to student expulsions. Prepares a monthly summary to present to the Milwaukee Board of School Directors.
7. Develops and presents cases to be taken to the school board (Independent Hearing Panel) for consideration for expulsion.

8. Provides training and consultation to administrators, school staff and Independent hearing Officers regarding the expulsion process.
9. Coordinates and participates in disciplinary procedures for special needs students and Section 504 students.
10. Assists with the student assignment process throughout the year by consulting with parents and assigning students returning from expulsion.
11. Establishes and maintains liaisons in areas related to specific student problems: Individualized Education Program Teams, Alternative/Partnership Programs, School Psychological Services, Special Education Services, School Social Work Services and various other departments within Milwaukee Public Schools as well as community agencies.
12. Reviews, grants, or denies requests for waivers in residency cases.
13. Responds to requests for student records, court orders and subpoenas, and renders testimony regarding pupil records.
14. Performs division tasks such as attending staff and district meetings, compiling statistics, keeping records, preparing required reports and maintaining daily schedules and the student record database.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Department of Parent & Student Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

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

Education Requirements (Include certificates, licenses, and/or registrations required.)

The position requires a Master's degree and Wisconsin Department of Public Instruction certification as an administrator license numbers 10, 51 or 80. The #80 license is preferred.

Experience Requirements

Three to five years experience as a fully certified tenured teacher and/or experience as an administrator in a K-12 setting.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software and MPS specific databases and the Portal is required. A working knowledge of various social service programs and offerings is necessary. Knowledge of federal, state and county educational requirements is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.