

# Cape Girardeau Public School District No. 63

## Job Description

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**Job Title:** Student Services Coordinator

**Terms of Employment:** 9-month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Principal and Director of Special Services

### **Brief Description of Position:**

The student services coordinator is responsible for providing information and serving as a resource to students and parents and provides operational support for programs administered through Special Services.

### **Required Qualifications:**

- Minimum bachelor's degree from an accredited university in social work or a related area
- Ability to secure a Missouri Substitute Teacher License or hold a Missouri teacher license
- Experience working with at-risk youth
- Experience in program development or coordination
- Effective oral and written communication skills
- Excellent work ethic including being dependable and flexible

### **Responsibilities**

- Contacts parents as needed (absences, discipline, and serves as a liaison between school and home)
- Attends student team meetings and other staff meetings as needed and serve as resource providing support for staff in such areas as student interventions, behavior plans, agency assistance, etc
- Provides consultation for parents and staff regarding school and community services
- Assists parents in acquiring community services
- Develops students support groups (i.e. boys and girls groups, mentoring groups, etc)
- Conducts classroom presentations as needed
- Serves as liaison to community agencies
- Case manages assigned at-risk students
- Makes referrals to Children's Fund and Care to Learn as needed
- Maintain clothing closet and food outreach programs
- Maintains adequate and up to date files of referrals, student interactions, parent interactions, and resolutions

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: March 16, 2017