

Student Success Team Coordinator

Job Responsibilities

DEFINITION

Under the general direction of the Coordinator of Child Welfare and Attendance, facilitate and coordinate the implementation of systems, policies, and procedures pertaining to the District's tiered intervention/data systems, collaborative, data-driven approaches to supporting all students as well as Student Success Teams (SST).

EXAMPLES OF DUTIES

1. Clearly communicate and provide information and assistance to school administrators, teachers, staff, district personnel and families regarding SST and the multi-tiered systems of support (MTSS). Coordinate the Student Success Team (SST).
2. Work with district staff, psychologists, counselors, and special education personnel to communicate and support the SST and MTSS frameworks.
3. Provide support and recommendations for appropriate interventions and accommodations for general education students.
4. Maintain updated, accessible current school year SST forms.
5. Provide communication regarding the SST process for the faculty.
6. Assist with analyzing data from a variety of sources and assessments to inform instructional, intervention, and accommodations decisions.
7. Develop strategies for engaging parent/family participation and involvement throughout the collaborative, data-driven support processes of SST plans.
8. Attend SST meetings and record any pertinent information such as intervention, referrals, and accommodations in student information systems (SIS).
9. Meet with teachers during the first trimester/quarter to schedule follow-up SSTs from the previous year.