

# **Hernando County School Board Florida**

FLSA: Exempt, Non-Union

<b>Coordinator of Student Support Programs</b>
--

## **Required Qualifications:**

- Master's Degree in Educational Leadership from an accredited institution
- Florida certification in Educational Leadership
- Three (3) years' experience in administration and/or student services programs

## **Desired Qualifications:**

- Florida certification in a student services field
- Three (3) years' experience providing direct mental health services

## **Performance Responsibilities:**

- Oversee the district's Mental Health Allocation Plan to include assistance with implementation of planned activities and trainings, state reporting, and compliance
- Provide direct mental health service and/or support to students and families
- Coordinate activities related to student support programs to ensure evidence based practices to meet students' needs
- Collect, analyze and interpret data and outcome measures for dissemination to improve the delivery of student services
- Collaborate with school-based mental health providers and other district staff to monitor early warning signs data and develop action plans to address areas of concern
- Support school administrators in identifying and implementing effective research-based strategies and assist with professional development activities aimed at improving student support outcomes
- Assist with the development of policies and procedures and provide technical assistance to ensure implementation and compliance with federal, state, and local rules, regulations, and statutes that apply to student services, including Board policies, in the assigned area(s)
- Assist with preparing and monitoring of all required reports for federal and state reporting
- Collaborate with other county agencies and non-profit groups and establish cooperative agreements to enhance and/or broaden services for students
- Facilitate assistance to families in obtaining and accessing services
- Assist with oversight of the district's School Health Program to include providing support and guidance to all School Health Professionals, communication of state mandated immunization requirements, and assistance with the development of health care plans
- Assist with the District Care Team and review and revise crisis intervention procedures as necessary

- Perform other duties as assigned by the Director of Student Services and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to Director of Student Services and/or designee

**Evaluation:**

Annual evaluation done by the Director of Student Services and/or designee

**Terms of Employment:**

12-month employee

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category F

**Job Code:**

Board Approved:

Revised: