

## **JOB DESCRIPTION**

**DEPARTMENT:** ELEMENTARY STUDENT SUPPORT SERVICES

**JOB TITLE:** SUCCESS COORDINATORS (SFEA)  
188 Days-Elementary

### **REQUIREMENTS:**

- A. Education Level:** Master's Degree in Counseling
- B. Experience Desired:** Experience in a behavioral treatment program or counseling children in a school or agency setting.
- C. Physical Requirements:** Constant eye-mind and eye-hand coordination, hearing; intermittent speaking, standing, walking, writing, bending and stooping. Frequent keyboarding and repetitive motions with wrists, hands and fingers.
- D. Other Requirements:** Experience in working with students at-risk of school failure, working with outside agencies for at-risk students, and developing intervention strategies to support student success.

**REPORTS TO:** Principal

**RECEIVES GUIDANCE FROM:** Principal, Coordinator of Student Support Services, Coordinator of Health Services

### **ESSENTIAL FUNCTIONS AND DUTIES:**

1. Liaison person with counselor, social worker and other auxiliary or placement programs, to transition students successfully into regular school programs.
2. Check and connect regularly with students in transition or assigned by school SAT Team.
3. Target former and potential at-risk students and communicate with parents to develop alternative programs.
4. Meet with students and parents to problem solve and discuss goals.
5. Liaison person to advocate for students with other staff members and parents/guardians.
6. Provide individual/group counseling.
7. Crisis intervention, de-escalation and prevention.
8. Connect students with appropriate community mental health services.

