

## **JOB DESCRIPTION**

**DEPARTMENT:** HIGH SCHOOL STUDENT SUPPORT SERVICES

**JOB TITLE:** SUCCESS COORDINATORS (SFEA)  
188 Days-High School (+ up to 16 add'l days)

### **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 between homeschool and other auxiliary or placement programs from which students transition into regular school programs.
2. Check and connect regularly with students in transition or assigned by school SAT Team.
3. Target former and potential dropouts and communicate with students and parents to develop alternative programs or a return to the regular education setting.
4. Meet with students and parents to problem solve and discuss educational goals.
5. Attend weekly attendance meetings with administrators, counselors, and social workers to target students with attendance issues.
6. Point of contact for court service workers, providing education data and student

