

## WHAT IS A SCHOOL COORDINATOR?

A student's experience and success in school is influenced by many factors beyond the school walls—such as nutrition,



## SAMPLE JOB DESCRIPTION

Structuring a coordinator role should account for the broader needs of the school and district, address union considerations, and seek alignment with the standards of professional organizations such as the American School Counselors' Association.

A typical job description for a school coordinator integrating comprehensive student supports includes the following core responsibilities:

- Support school personnel in assessing, understanding, and responding to students' social-emotional-behavioral developmental needs
- Serve as a member of any school-based team(s) addressing social-emotional learning, trauma response, school climate and culture.
- Establish and lead a Student Support team and process in the school that identifies and responds to the strengths and unique developmental needs and challenges of each and every child in the school.
- Provide direct services to students, e.g. social skills groups.
- Engage families and caregivers in understanding the ways in which academic outcomes are enhanced by serving the social / emotional and personal development needs of the child.
- Collaborate and coordinate with school and district leadership team(s) and teachers to review and monitor aggregate data on student academic performance as well as non-academic indicators, and work collaboratively to align needs with existing school programs and/or new interventions.
- Connect students to a range of prevention, early intervention, and intensive supports that address the physical, emotional, cognitive, and social development of each student.
- Develop and enhance community partnerships with community agencies to meet the identified, and varying needs of students, families, and the school.
- Collect data on implementation of student support and the delivery of services.

