

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Coordinator, 504 & Educational Supports, CARES Act **CLASSIFICATION:**

Written notice to parents, including notice procedural safeguards, before any actions are taken regarding identification, evaluation, or placement under Section 504.

Team-based decision-making regarding evaluation and placement of students.

Dissemination of Section 504 plans or other plans to appropriate staff.

Periodic re-evaluations of all students who are eligible under Section 504.

Collaborate with District staff to identify and apply for relevant grants designed to support and/or promote the health and overall well-being of at-risk students. **E**

Make written and oral presentations to parents, school staff, grantors, and community agency staff about services and supports. **E**

Effectively communicate and maintain positive relationships and with District, schools, and community stakeholders. **E**

Assist in the development and implementation of school-wide and community-wide events through coordination with existing District, schools, and community resources. **E**

Document, collect, analyze, and utilize data to assess needs and development support services. **E**

Responsible for the maintenance and security of confidential student records developed by staff; ensure adherence to all mandates regarding confidentiality of student records; supervise the development and implementation for all District/department record-keeping, data collection, mandated reporting, and student or program evaluation requirements. **E**

Lead and work with school improvement initiatives that close student achievement and equity gaps between racial, ethnic, and economic groups. **E**

Provide a positive climate of interaction and communication between school staff, families, and the community. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor or master's degree with specialization in social work, counseling, psychology, health or education. Five (5) years of successful credentialed experience, agency experience, which involves program development, management, and supervision. Preferred experience working with at-risk students and families, special programs and working with people of diverse economic, ethnic and linguistic backgrounds.

LICENSES AND OTHER REQUIREMENTS:

Valid California's Driver's License; provide personal automobile and proof of insurance. Hold a current Administrative Services Credential; and a Pupil Personnel Services or valid Teaching Credential issued by the California Commission on Teacher Credentialing. Preferred candidates with health, social services, and education experience. May hold a credential in school social work, counseling, nursing, and/or teaching within a special education program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Complex system organizations, school systems' functioning, and educational law.

Curriculum and instruction, classroom and behavior management, and models for working with diverse populations, including students with disabilities and models for school-based practice.

Working with social, emotional, physical, and mental health needs of children, adolescents and families.

Supervision and management of staff.

Concepts of culture and intersectional identity and an ability to relate to a variety of ethnic and cultural groups in an effective manner.

Support services for students who are at-risk, low-income, and demonstrate low academic performance.

Planning, organization, and coordination of all assigned programs.
District organization, operations, policies, and objectives.
Grant writing and budget processes.