

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Coordinator, Learning Support Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0122	<b>WORK YEAR:</b>	210.5 Days
<b>DEPARTMENT:</b>	Integrated Support Services	<b>SALARY:</b>	Range 9 Salary Schedule A
<b>REPORTS TO:</b>	Site Administrator/Director, Integrated Support Services	<b>BOARD APPROVAL:</b>	07-21-03
		<b>HR APPROVAL:</b>	05-27-10
		<b>HR REVISION:</b>	05-26-11

**BASIC FUNCTION:**

Plan, organize, and coordinate the development, implementation, enhancement, and improvement of learning support services for school students with academic, behavior, attendance, and/or social/emotional concerns.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Collaborate with the principal and other school and district personnel to identify and implement evidence-based programs that support the health, wellness, and achievement of the lowest-performing students; lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Organize, participate in, and/or conduct family involvement programs focused on such issues as health, literacy, parent engagement, school programs, and community resources; manage community outreach activities to engage low-performing and at-risk students, parents, and other family members. **E**

Facilitate and/or participate in Student Study Teams (SST), Section 504 Plan (Section 504 Plan of Rehabilitation

Coordinate and facilitate professional learning opportunities for teachers and staff on issues related to the social, emotional, and health needs of all students. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Develop collaborative relationships with school, business, and community partners through formal written agreements, regular meetings, and ongoing communication. **E**

Serve on various community and district committees in a leadership and/or advisory capacity on matters relevant to integrated support services, school safety, athletics, after school programs, and other learning support services. **E**

Assist in the development and implementation of school



Establish and maintain effective working relationships with diverse array of individuals and organizations.  
Prepare comprehensive narrative and statistical reports.  
Operate a computer and related software.  
Supervise and evaluate the performance of assigned staff.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information and make presentations; dexterity of hands and fingers to generate reports, grant proposals, and correspondence utilizing a computer; see to monitor activities, read documents, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and other items; lift light objects.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.