



Little Rock School District

JOB DESCRIPTION

Position Title: Student Services Coordinator

Prepared Date: 01/11/2022

JOB GOAL:

Provides assistance to student services and manages the day to day operations of the Student Services Office by ensuring excellent customer service and compliance with assignment procedures, policies, and laws.

TERMS OF EMPLOYMENT:

12 month (245 days) contracts- Pay 03 – Grade 54 \$33,888 - \$59,748, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Minimum of a Bachelor's degree from a college or university, or comparable work experience is preferred. Associate degree or 60 college hours required.
2. A minimum of five years' experience, which is clearly related to the position.
3. Evidence of strong leadership and computer skills, including proficiency in word processing, and must be computer literate in all areas of the Eschool Plus.
4. Ability to work with others and follow directions.
5. Evidence of strong organizational and interpersonal skills.
6. Knowledge of financial management.
7. Excellent communication skills with the ability to welcome interaction with parents, administration, and co-workers.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Contacts the last school attended to obtain relevant academic and other records.
2. Provides free lunch eligibility status to student.
3. Liaison between school district, family, community service providers, and agencies.
4. Compiles and analyzes data to effectively monitor and evaluate program effectiveness.
5. Secures intake information e.g., social, medical and educational history and completes and maintains required records.
6. Participates in regular staffing to review cases and revises service plan as needed with administrators, counselors, teachers, and other district staff.
7. Assists in parental involvement with their children's education.



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8. Assists unaccompanied students with immediate registration, including considering the youth's wishes in those decisions under the enrollment disputes provision and resolving any issues that may prohibit registration.
9. Assists children who do not have immunizations, or immunization medical records to obtain necessary immunizations.
10. Works with community in soliciting donations.
11. Provides utility assistance referrals in the community.
12. Coordinates services between shelter residents, school and community service providers.
13. As necessary, coordinator pays fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll in school including birth certificates, immunization or medical records, academic records, guardianship records and evaluations for special programs or services.
14. Resolves student enrollment disputes and assists with school selection process.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.