



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Full-Service School Coordinator
Payroll/Personnel Type:	10.5 Month
Job #:	8961
Reports to:	Deputy Superintendent of Student Support Services
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Full-Service Schools Coordinators are required to assist students make satisfactory adjustments through coordination and influence of efforts of the school, the family, and the community to help achieve this goal. Full-Service Schools Coordinators are assigned on to help students, families, and teachers deal with problems such as truancy, social withdrawal, over-aggressive behavior, by marshaling and coordinating community resources in the most effective manner possible. The Full-Service Schools Coordinator is expected to leverage case management practices to holistically serve students, families and the larger community.

Essential Functions:

- Ensure that an appropriate, effective data collection system for the documentation and reporting of Full-Service School services is provided
- Accept all referrals from staff, parents, and community persons /entities on students who have attendance and/or behavior problems and who have not responded to the efforts of the teacher, principal, or staff
- Consult and clarify identified problems/issues with the referral source and student; contact parent/guardian as feasible and appropriate
- Connect to school interventions for students and families to complementary out of school time interventions
- Provide on-going feedback to referral source, student, and parent/ guardian
- Consult and collaborate with teachers and principals regarding methods of helping students with problem behavior dynamics
- In conjunction with the school social worker, analyze students officially withdrawn for misconduct or non-attendance, complete social work diagnosis, design treatment plans/interventions, provide social work service, offer referrals to outside agencies, and make recommendations regarding school reinstatement
- Assist families to secure access to health services, clothing, and additional services if it prohibits the child's enrollment or attendance at school
- Work as a member of the educational team and participate in other professional auxiliary disciplines toward the understanding and resolution of a student's school situations
- Act as a liaison between the school and community agencies
- Participate as an active member of the Student Support Services Team with the school counselor,
- Keep casework and group work reports on appropriate case situations
- Submit reports as requested by the Deputy Superintendent of Student Support Services
- Performs other duties and responsibilities as assigned
- Ensures student participation in Career and Technical Student Organizations (CTSOs)

Knowledge, Skills, and Abilities:



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- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively lead, work, and interact with others
- Ability to organize and implement events and training opportunities
- Effective verbal, listening and written communication skills
- Effective one-on-one and group presentation skills

Experience:

- Three to five years of related experience

Education:

- Bachelor's Degree in Social Work (required)
- Master's Degree in Social Work (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	
Immediate Supervisor	Date	

Human Resources	Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.