

JOB DESCRIPTION – Students Services Coordinator

Department:	Early Childhood, Elementary, Middle School, High School
Immediate Supervisor:	PYP Principal
Hayah Mission:	Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities.

MAIN DUTIES AND RESPONSIBILITIES

Goal

- To work with the administration team, teachers, parents, and students to ensure students’ growth and the effectiveness of the student services program.

Major Duties and Responsibilities

General

- Reinforces the Hayah mission; promotes and integrates Hayah values through role modeling and guidance.
- Is committed to meeting the needs of students and teachers’ concerns with regards to support services and effectively responds to them.
- Maintains confidentiality of students’ records and communication.
- Provides on-going orientation to new staff where applicable.
- Carries out other duties as assigned by PYP Principal.

Student Services

- Supports the planning, implementation, and evaluation of the school’s comprehensive program of students’ academic and behavior support services.
- Co-ordinates, monitors and follows up on the services provided to elementary students including behavior, ELS, SEN, ALS, and Math Support to ensure entry and exit assessments, program implementation and reporting are in place.
- Organizes and facilitates the process of teacher recommendations and referrals for student support services (SEN, ELS, Counseling, etc.)
- Collaborates with teachers by assessing individual student’s needs, limitations, and potential.
- Works closely with the ES counselor to ensure the appropriate service is offered to Tier 3 students.
- Plans and runs the Campus Intervention Team meetings (ELS, SEN, Counselling, CE teams and building administrators)
- Facilitates the K-1 and 5-6 transition meetings.
- Monitors student transitions from grade to grade to support student growth socially, emotionally, and academically. Communicates concerns with CIT.
- Works closely with ES Office to monitor students’ attendance and tardiness and reports concerns to elementary administration.
- Maintains accurate records of all students receiving support services and monitors their progress.
- Maintains appropriate records and systematically reviews performance trends; prepare reports for principal in a timely manner.

School Environment

- Helps create a climate in which students and adults feel safe, respected, and cared for.
- Assists teachers, students, and parents in addressing concerns in a positive, constructive way.
- Supports the implementation of the school’s adopted policies and procedures including conducting training sessions when needed.
- Actively participates in school wide activities.

KNOWLEDGE, ABILITIES & SKILLS

- Is mission driven and a good role model.
- Communicates effectively both orally and in writing.
- Communicates effectively with parents, staff, and other school community members.
- Has excellent interpersonal skills and the ability to work in groups and one on one.
- Maintains confidentiality.
- Has excellent organizational skills.
- Is proficient in the use of technology (office suite, school portal, etc.)

QUALIFICATIONS AND EXPERIENCE

- Holds a master’s degree in education.
- Has a minimum of 5 years of experience in the education field in an international school.

* This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____