



Marist Catholic High School
1900 Kingsley Road
Eugene, OR 97401
(541) 686-2234

JOB DESCRIPTION

TITLE: STUDENT SUPPORT COORDINATOR (.6 FTE)

CLASSIFICATION SUMMARY:

The primary function of the Student Support Coordinator is to support the success of each Marist student within the typical classroom by working collaboratively with teachers, students, and parents/guardians. This position is a member of the Counseling Department.

SUPERVISORY RELATIONSHIPS:

Reports directly to the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES (to include but are not limited to the following):

Student Support

- Case manager for all students on Student Support Plans (SSP's) and accommodation plans, including concussions;
- Communicate student successes and challenges with parents and guardians on a regular and ongoing basis;
- Coordinate student accommodations, including extended time on tests.
- Testing accommodations coordinator;
- Creates interventions and support systems for struggling students in conjunction with counselor and teacher(s);
- Serves as the liaison for students who require hospital/inpatient services;
- Coordinate and manage after school structured Academic Support Class;
- Support Counselors as needed with students in crisis;
- Support Counselors in supervising independent study classes.

Team Meetings

- Facilitate staffings with students, parents/guardians, counselors and teaching staff;
- Member of Grade Level Teams;
- Member of Student Support Team;
- Attend all faculty, parent/guardian, and other teaching related meetings as assigned by the Principal;
- Serve as liaison to the Archdiocese of Portland K-8 Learning Specialists Advisory Committee.

Additional Responsibilities

- Coordinate enrollment and placement of students in Freshman Academic Strategies class;
- Support the Admissions Office including evaluation of applicants for Support Services;
- Assist with the supervision of student activities, assemblies, liturgies, and other student events as assigned;
- Learn and utilize school-wide learning and management systems including PowerSchool, Schoology, and Naviance;
- Collaborate with colleagues for the purpose of improving student achievement;
- In coordination with the Administration, develop and present professional development opportunities for teachers to facilitate and support differentiated instruction to support all learners;
- Maintain professional growth and competence through participation in all professional development opportunities provided by the school and seek out new opportunities outside of the school that supports professional growth.

MINIMUM QUALIFICATIONS REQUIRED

- Excellent communication and management skills to work with students, parents/guardians and staff.
- Ability to build positive relationships with students, parents/guardians and staff.
- Bilingual Spanish, preferred
- 3-5 years of experience in special ed, 504/IEP case management or similar field.
- Maintain licensure and certifications through the State and other certified agencies.
- Maintain all required safety training: ALICE, CASE, etc.

EMPLOYEE STATEMENT

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position, with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the Principal regarding the requested accommodation(s).

Employee Name (Print)

Employee Signature

Date