

Anoka Hennepin Independent School District #11
Job Description

Title: Student Services Coordinator
Department: Student Services
Reports to: Director of Student Services
Prepared Date: June 2024

SUMMARY OF RESPONSIBILITIES

The Student Services Coordinator is responsible for promoting and supporting initiatives that foster a safe, welcoming, and engaging educational environment for all students. Supports the implementation of the Anoka-Hennepin District mission, vision, strategic priorities, and equity commitment to close persistent achievement and opportunity gaps between student groups. Directs, monitors, and evaluates programs implemented by Student Achievement Advisors.

DUTIES

- Assist the Director with planning, implementation, and management of programs, staff and activities including Achievement and Integration for Minnesota (A&I) and Title III plans and budgets.
- Collaborate with the Director of Student Services to design and establish systems and processes for monitoring and reporting the fidelity of program implementation conducted by the Student Achievement Advisors.
- Collaborate with school administrators to provide leadership and work direction for Student Achievement Advisors.
- Plan, develop and direct regular, ongoing training/staff development for Student Achievement Advisors to support student programs such as Educators Rising, Step Up, Essence, and other student groups and student engagement activities.
- Provide support to district staff as they work to:
 - develop cultural competencies
 - close predictable and persistent achievement gaps between student groups
- Research, evaluate, and recommend evidence-based interventions and/or programs and initiatives that promote increased student academic success and attendance and/or reduce the frequency and/or severity of student disciplinary incidents.
- Trouble-shoot issues related to perceived inequity and mediates conflict with students, parents, staff and school administrators as needed.
- Serve as a district liaison to relevant parent groups and community partners; engage and collaborate with community partners and parents to provide effective systems of support for students.
- Work collaboratively with the Employee Services Department to develop and implement initiatives for employee recruitment and retention focused on diversifying the workforce.
- Work collaboratively with the Communications and Public Relations Department and the Family Welcome Center staff to ensure effective multilingual communication and the development and/or maintenance of a district language access plan for multilingual families.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Assist principals in the onboarding, mentorship, supervise Student Achievement Advisors. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Minnesota State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a classroom and a general office environment, with moderate physical requirements; requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. Jobs in this category may require walking or standing to a significant degree, long periods of working with computers, and working with children.

MINIMUM QUALIFICATIONS

Bachelor's degree in Education or related field.

Minimum three years of related professional experience in student support services.

Excellent analytical, critical thinking, and judgment skills.

Proficient in the use of computer technologies, including word processing, spreadsheets, email, and calendar tools.

Excellent verbal, written and interpersonal communication skills.

Knowledge/understanding of laws, rules, and regulations affecting related school district operations.

Knowledge of program planning, implementation, and evaluation.

Knowledge of the principles and practices of training and professional development.

Ability to facilitate meetings and implement work plans.

Ability to interact effectively with individuals and groups in a variety of settings, with persons of diverse backgrounds, experiences, and agendas.

Ability to maintain regular attendance, which includes completing as assigned day.

PREFERRED QUALIFICATIONS

Previous experience working with diverse communities; Knowledge of the Anoka-Hennepin school community; Experience working in a pre-K through 12 setting is preferred.