

Lindale ISD Job Description

Job Title: Lindale ECC/EJM Student Services Coordinator

Reports to: Campus Principal(s)

Dept./School: Lindale Early Childhood Center/E.J. Moss Intermediate

Primary Purpose:

Provide support to students enrolled in each campus such as; guidance classes, progress monitoring,

Qualifications:

Education/Certification:

Master's degree from accredited university in Counseling or Educational Administration
Valid Texas teaching certificate

Special Knowledge/Skills:

Ability to work with students from various cultures and backgrounds and provide support for their success
Skillful in classroom management strategies
Strong communication and interpersonal skills
Knowledge of procedures and planning to implement leadership education program through guidance classes
Experience with students who have critical social and/or behavior needs and an ability to build relationships and motivate them to follow school procedures and rules for success

Experience:

Minimum of 5 years teaching experience
Campus level student management experience preferred
State assessment administration/coordinator experience preferred

Major Responsibilities and Duties:

Early Childhood Center

1. Collaborate with campus administration and staff to identify at-risk students who are in need of behavior intervention, and develop and implements preventative measures to decrease student misbehaviors.
2. Develop a schedule and plan to guide and build relationships with identified students with at-risk behaviors to help them be successful.

3. Assist principal in planning for school-wide behavior plan.
4. Model/provide staff development for teachers on effective behavior intervention strategies in the classroom.
5. Assist the principal in planning for student incentives for individual students and school-wide.

E.J. Moss Intermediate

1. Collaborate with campus administration and staff to identify and mentor students who are considered at-risk with behavior, academics, social skills, and/or motivation. The campus administration team will determine the needs and process of implementation with the Student Services Coordinator.
 2. Attend training for 'The Leader in Me' implementation in order to prepare guidance lessons for all students on the campus on a regular basis in grades 4-6.
 3. Schedule and plan positive behavior education lessons centered around the campus goals for character development with all students throughout the school year on a regular basis as communicated by campus administration.
 4. Assist the principal in planning for student incentives for individual students and school-wide.
 5. Assist the campus testing coordinators in the organization and implementation of local and state assessments.
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The foregoing statements describe the general purpose and responsibilities assigned to this job and are *not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Approved by _____ Date _____

Reviewed by _____ Date _____