

**MONONA GROVE SCHOOL DISTRICT**  
**Position Description**

**Position Title:** Student Services and Equity Coordinator

**Department/Location:** Student Services – District Office

**Reports to:** Director of Student Services

**Employees Supervised:** None

**POSITION SUMMARY:**

The Student Services and Equity Coordinator is a leadership position that serves as a liaison between administration, school staff, students, families and outside parties. The incumbent provides leadership relative to instructional and systemic equity. This position also provides leadership and coordination relative to the implementation of a multi-tiered system of supports (specifically tiers 2 and 3), serves as the team leader for interventionist staff, and assists with the leadership and oversight of English Language Learner services.

**PERFORMANCE RESPONSIBILITIES:** This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

**Essential Functions**

1. Serve as team leader for interventionist staff, including working with interventionists to collect, maintain, and analyze student data to identify students in need of intensive intervention and monitor their growth.
2. Facilitate regular meetings with intervention team.
3. Coordinate intervention pilot and selection processes.
4. Coordinate and/or facilitate trainings for staff on delivery of interventions.
5. Coordinate data collection, entry, and reporting processes relative to interventions, including the use of the district's student information system for this process.
6. Coordinate and provide data reports/updates to individual buildings on student progress for those students receiving intervention.
7. Maintain master schedule of interventionists' work.
8. Assist with and/or coordinate development of other district wide data collection processes, including behavior.
9. Serve as district Section 504 coordinator, attend/facilitate all 504 plan meetings (including annual updates), recommend updates to district forms and processes, and oversee accurate record maintenance in Infinite Campus.
10. Investigate and recommend alternative programming options for students at risk of failure and/or not graduating.

11. Assist the Director of Student Services in pursuing grant opportunities as they relate to at – risk students, students with disabilities and staff development
12. Along with interventionists, serve as liaison to building level problem solving teams as they build support plans for individual students, as well as school improvement plans based on aggregated achievement and behavior data
13. Convene and facilitate the Equity Alliance and Equity Leadership Team as one way of cultivating district wide expertise to eliminate achievement and equity gaps, and develop proactive ways of building a more equitable school system.
14. Provide systems level coaching to district and building leadership, as well as building based staff on issues related to equity.
15. Assist the Director of Student Services with leading and coordinating English Language Learner (ELL) services throughout the district.
16. Develop and present professional learning sessions related to equity and MTSS to district staff

#### Additional Job Functions

1. Serve as a liaison with outside agencies to cultivate partnerships focused on closing equity/achievement/graduation gaps.
2. Assist in annual report production, including the “state of the district” relative to student growth, interventions, and equity data.
3. Along with ELL team leader, schedule and oversee ACCESS testing of ELLs, data collection, analysis and dissemination related to the progress, placement and service recommendations for ELLs.
4. Along with ELL team leader, provide support to classroom teachers of ELL students in the form of resource development, training/coaching and professional development sessions.
5. Perform other duties as assigned by the Director of Student Services

#### **QUALIFICATIONS:**

##### Experience, Training, and Licensure

1. Master’s Degree in education leadership or closely related field required.
2. Five years of successful experience in an educational setting required.
3. Wisconsin teaching license required.
4. Administrator license preferred.
5. Valid Wisconsin Driver’s License required.

##### Knowledge, Skills, and Abilities

1. Excellent verbal and written communication skills.
2. Ability to establish and maintain positive relationships with administrators and staff.

## **WORKING CONDITIONS:**

### Work Environment

1. Indoor office environment.

### Physical Tasks

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the district.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and teachers, and must be able to exchange accurate information with such individuals.

*Disclaimer: This position description is subject to change at any time.*

**Board Approved: April 9, 2014**