

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SCHOOL-BASED YOUTH SERVICES COORDINATOR

QUALIFICATIONS:

1. Master's Degree in education or social service related field.
2. Successful experience working with youth and families.
3. Experience working in a social service agency, educational or governmental organizations.
4. Familiarity with crisis management, communication and problem solving, child development and parenting skills programs.

REPORTS TO:

JOB GOAL

To provide leadership, coordination, supervision and administrative skills for the improvement and implementation of a 9-12 program in the assigned curricular area, so that the professional staff will help each student derive maximum benefit from the educational program.

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

1. in conjunction with the New Jersey Department of Human Services, be responsible for the implementation of the School-Based Youth Services Program.
2. The coordinator works under the general supervision of the principal and may also report to school governance groups (which may include parent, community, and business representatives).
3. Develop linkages with the make referrals to resource in and outside of the community and follow-up with students, their families, and school personnel.
4. Develop and monitor school's assessments of needs in regards to health and social services.
5. Make accessible to students primary and preventive care, dental services, mental health services, individual, group and family counseling and substance abuse prevention, intervention, referral and treatment services.
6. Acts as a liaison with other Health and Social Service Coordinators, District program and support staff, and community organizations, post secondary institutions, business, etc. whose activities related to the programmatic thrust of students and families.

7. Coordinate and oversees health and social services expenditures and resource utilization.
8. Assist in the monitoring and evaluation of related student data, and in monitoring, interpreting, and sharing of required data.
9. Organize and coordinate community and school based programs that serve youth and families.
10. Assist in writing, maintaining and evaluating the plan for implementation of required programs.
11. Work with the school administrative team in improving all aspects of school performance.
12. Act as liaison with New Jersey Department of Human Services and any contracting agencies.
13. Perform all other related duties as required.

TERM OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: TASA

SALARY: Hourly rate in accordance with TASA Salary Guide B

STATUS: Hourly ☒ Salaried _____
Exempt _____ Non-Exempt _____

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Administrator personnel.

BOARD APPROVAL: 4/ /03

Board Approved
October 26, 2015