



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

Revised Job Description
Board Approval: August 14, 2023

Student Services Specialist

Definition

The Student Services Specialist, under the general direction of the High School Principal, will provide assistance in the areas of student progress and supervision, specifically in attendance, student discipline, guidance, intervention, and a variety of student body activities. The Student Services Specialist plays a critical role in providing a safe, clean, and welcoming school environment for all students.

Essential Duties and Responsibilities

- Establishes and maintains positive relationships with students, staff, families, community organizations, and institutions which may provide education resources to his/her operational unit.
- Provides educational, personal/social, and behavioral support, guidance, and intervention services to students.
- Refers students, as applicable, to in-school services, community agencies, and, if necessary, alternative education programs.
- Provides support and guidance to the school staff on intervention/discipline for students, including comprehensive RTI strategies.
- Attends parent, student study team, and IEP meetings of students, as applicable, to advocate for the best interests of each student's individualized needs.
- Helps to plan, support and participate in monitoring and addressing student attendance.
- Helps to plan, support and participate in student transition meetings.
- Supports positive student behavior by working with students and staff and establishing intervention plans using Multi-Tiered Systems of Support (MTSS) and RTI strategies.
- Serves as advocate and liaison for students involved in meetings conducted by Student Services personnel such as expulsions, transfers, SART/SARB, and behavior intervention meetings.
- Increases students' ability to access support services by participating in school-sponsored events.
- Assists in supervising and monitoring student conduct before, after, and during lunch/break periods and extra-curricular activities.
- Coordinates with teachers to conduct classroom observations for the purpose of monitoring student classroom behavior, participation, and academic achievement.
- Meets with parents, students, and staff on issues related to academic and behavior intervention for students.



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- Assists students in employing strategies to achieve future career goals with success and satisfaction.
- Assists students in acquiring the knowledge, attitudes, and interpersonal skills to help them understand and respect themselves and others.
- Assists in providing all students with a safe, clean, and appropriate learning environment.
- Works closely and cooperatively as a site and District management team member.
- Maintains communication with supervisor and site staff, students, and parents.
- Supports the operation of the school in its relationship to the District's adopted goals.
- Assists school staff in developing responsible student citizenship.
- Assists with the coordination of articulation/registration with feeder schools and the school orientation program for new pupils.
- Supports, implements, and adheres to the policies of the Board of Education, regulations of the California Administrative and Education Codes, and other applicable laws and regulations.
- Performs other direct services to students as assigned.

Required Qualifications

- Three to five years teaching or counseling or social work experience in an educational setting.
- Valid Pupil Personnel Services (PPS) credential or Licensed Clinical Social Worker (LCSW) or registered as an Associate Clinical Social Worker (ASW).
- Master's degree or advanced degree of at least equivalent standard from an accredited college or university.
- Preliminary Administrative Services Credential Authorizing K-12 service, or enrolled in a Preliminary Administrative Services Credentialing program and be intern eligible.

Preferred Qualifications

- School administrative experience.
- Doctorate degree in educational leadership from an accredited college or university.
- Bilingual, preferably in Spanish or Mandarin.

Knowledge of

- Comprehensive organization, activities, goals, and objectives of a school.
- Principles, techniques, strategies, goals, and objectives of public education.
- Multi-Tiered Systems of Support (MTSS) and RTI strategies.
- Community relations methods.
- Effective collaborative protocols.



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- Principles and practices of administration, supervision, and training.
- Oral and written communication skills.
- Student behavior management techniques.
- California Independent Study laws and policies.
- California Attendance laws and policies.
- California Education Code with regard to student discipline and attendance.
- College and Career Readiness standards.

Ability to

- Work independently with little direction.
- Plan, schedule, and organize work.
- Assist and support the multifaceted functions and activities of a school site.
- Use critical judgment in the evaluation of data and the development of reports.
- Apply data and statistics in classroom practice.
- Exercise good judgment.
- Meet schedules and timelines.
- Communicate well, both orally and in writing.
- Relate well to the staff, students, and community.
- Establish and maintain a high level of faculty and student body effectiveness.
- Work confidentiality with staff, students, parents, and the community.
- Organize workshops and professional development activities.
- Effectively work with a diversity of individuals.
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet.

This position will be paid on the appropriate step of the Certificated Management salary schedule:

- Range O
- 203 work days
- 11 months