

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Student Services Coordinator	Reports to: Superintendent
Job Class Code:	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Serve as a liaison between youth/families and schools
- Provide leadership and/or services to a variety of advisory councils, boards, and committees whose function relates to the needs of students
- Assists principals and school-based core teams in the development of students' needs
- Promote healthy activities, which encourage violence prevention, drug prevention, academic achievement and healthy homes
- To collaborate, coordinate and cooperate with community agencies including: social services, health department, juvenile services, law enforcement agencies, mental health agencies and schools
- Demonstrate the ability to handle complex tasks under demand conditions
- To work with the teaching staff of each school
- Works harmoniously and professionally with other administrators and personnel throughout the District.
- Provide leadership and technical assistance for the Districts' Family Resource and Youth Services Center staff
- Help monitor grants and locate resources for families

**MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree  
Certification/Licensure: Holds a Valid Kentucky Teaching Certificate

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*

CUMBERLAND COUNTY  
PANTHERS