



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Student Services Coordinator**

Job Family: **Professional**

Prepared/Revised Date: **July 16, 2025**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule, Grade Q**

Job Code: **33573**

SUMMARY: Responsible for providing comprehensive support for the implementation of Multi-Tiered System of Supports (MTSS-SEB) which is Restorative, trauma-informed, and culturally responsive. Collaborate with administrators, teachers, mental health professionals, other district and school staff, families and may interact with students to work within a comprehensive Student Services team to support the development and implementation of evidence-based, tiered support and intervention designed to enhance student academic success, social-emotional well-being, and positive school climate. Team with vested partners to provide professional development and consultation while promoting restorative, trauma informed and equity-based approaches throughout the district. Support community partnership initiatives in collaboration with the Assistant Director of Student Services. Required to collaborate, plan resourcing, organize, and monitor the effectiveness of their work in alignment with the MTSS Coordinator position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide consultation and support to district and school-based teams in implementing culturally responsive, trauma informed and equity-based practices in alignment with the MTSS framework with a focus on prevention and evidence based practices. Respond in a timely manner to school and district requests related to student support services.
2. Consult with collaborative teams to develop and facilitate professional development for administrators, teachers, and support staff on evidence-based practices within tiered support and intervention designed to enhance student academic success, social-emotional well-being, and positive school climate.
3. Collaborate with PSD's Mental Health SSP leads and teams to identify needs, develop resources, and implement prevention strategies at school and community levels.
4. Support community partnership initiatives in collaboration with the Assistant Director of Student Services. Monitor and assess the efficacy of community partnerships within the district.
5. Consult with the Student Services MTSS Coordinator to co-create, enhance, and support the alignment of Student Services data, systems, practices and services.
6. Consult with district support teams and across Learning Services to execute all district MTSS work alongside and in alignment with the MTSS Coordinator.



7. Consult with district support teams and across Learning Services to execute all district MTSS work alongside and in alignment with the MTSS Coordinator.
8. Consult with district support teams on best practices for addressing student mental health concerns and connecting families with appropriate resources.
9. Consult with district support teams to provide mental health crisis response support as needed and participate in coordination of services between schools and community partners.
10. Consult with district support teams to actively seek out and incorporate student and family voice into program development and implementation.
11. Provide consultation and support that are restorative, trauma informed and equity-based within MTSS, more specifically, positive behavior intervention and support.
12. Consult with colleagues across Learning Services, IT, AREA, and appropriate school and district personnel to track and utilize student data effectively. Required to collaborate, plan resourcing, organize and monitor the effectiveness of their work in alignment with the MTSS Coordinator position.
13. Attend district team meetings, committees, and relevant community meetings, as assigned.
14. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree in education, mental health, psychology, social work, or related field
- Minimum of five (5) years of experience in education or mental health settings
- Experience with trauma-informed approaches, MTSS frameworks, and/or school-based mental health initiatives
- Training in group facilitation, conflict resolution, and restorative practices preferred
- Experience working with youth and families from diverse backgrounds preferred
- Experience with adult education and professional development delivery preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Valid Colorado teaching or special service provider license with appropriate endorsement required
- CPR and First Aid certifications encouraged

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Deep knowledge of social-emotional development, trauma-informed practices, Restorative Practices, and mental health supports in educational settings
- Knowledge of Multi-Tiered System of Supports (MTSS) frameworks and implementation strategies
- Knowledge and understanding of racial, gender, and cultural differences and their impact on educational experiences
- Strong skills in facilitation, conflict resolution, and adult learning
- Excellent oral, written, and interpersonal communication skills
- Ability to analyze data and utilize it to guide decision-making processes
- Ability to work supportively with administrators, teachers, staff, students, and families



- Ability to be a part of and work with multidisciplinary teams
- Ability to function as a collaborative team member across multiple departments and with various stakeholders
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Bilingual oral and written communication skills preferred
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director of Student Services	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	