

## Position Title

Coordinator of Student Services

## Required Application Type

Teacher / Admin

## Job Description

**Job Number**

COSS041125

**Application Deadline**

5/2/2025

**Position Start Date**

7/1/2025

### **Coordinator of Student Services**

The Byron-Bergen Central School District invites you to apply for the following anticipated position.

**Coordinator of Student Services**-Valid New York State School Administrator and Supervisor or School District Administrator certification required. (This is a 12-month position. Salary will be competitive.) The objective is to provide support to the Director of Instructional Services. This person would also provide support to our elementary student population by assisting with students needing extra support in all areas, PreK-5th grade.

This objective would be accomplished through the following initiatives:

- \* Attend CSE chair training and serve as Chairperson for Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE).
- \* Collaborates with the Elementary School Principal to monitor, support, and respond to student behavior at the Elementary School.
- \* Attend training in TIG (Trauma Illness and Grief) and collaborate with mental health staff to support students, faculty, and staff.
- \* Attend training in McKinney-Vento and collaborate with district staff to support our homeless students and families.
- \* Participates and/or facilitates grade level teacher meetings, parent-teacher conferences, RTI/MTSS, CSE, 504, and any other meetings.

Provide classroom-based consultation to teachers and support staff to design appropriate learning environments and instructional plans for elementary-aged students that require behavioral or academic support.

- \* Facilitates Social Emotional Learning (SEL) committee for the Elementary Building, which includes developing school-wide assemblies and monitoring curriculum.
- \* Conduct observations of professional faculty and evaluations of support staff.
- \* Assist with the recruiting and hiring process for teachers, support staff, and substitutes.
- \* Attend Board of Education meetings and various district-wide team meetings.
- \* Completes other responsibilities and tasks as assigned by the Director of Instructional Services, Elementary Principal, and/or the Superintendent.
- \* Anticipated Start Date: July 1, 2025

## Job Qualifications

Required Qualifications:

Effective communication, problem-solving, and interpersonal skills

Flexibility to work in various environments, including but not limited to: classrooms, offices, buses, field trips, parent-teacher-faculty meetings, and other functions;

Experience using data to make education decisions

Proper New York State Certification - SBL, SAS or SDA;

At least five (5) years of classroom experience

## Application Procedure

Interested candidates must upload the following materials to their on-line application:

Letter of interest (to Mr. Patrick McGee, Superintendent)

Resume

Copies of certification or proof of working towards certification

Credential folder or 3 recent professional letters of recommendation

Undergraduate and graduate college transcripts

*Only applicants who submit all the required materials listed above will be considered for the position. It is the responsibility of the applicant to ensure that all materials have been submitted for review.*

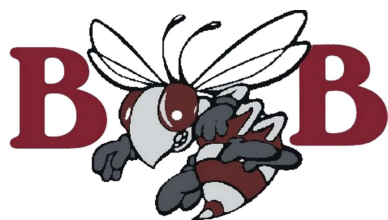
## Job Category

Administrator

## Job Location

Elementary School

To get more information or apply go to <https://bbschools.recruitfront.com/JobPosting?JID=63928>



**Byron-Bergen Central School District**



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