



STUDENT SERVICES COORDINATOR

Qualifications:

1. Experience in K-12 Transportation, National Lunch Program, Guidance, PowerSchool, and Systems 3000 for accounts payable, accounts receivable, payroll, and personnel.
2. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports to: School Business Administrator/Board Secretary

Duties and Responsibilities:

1. Coordinate specialized transportation for after-school programs, aid-in-lieu of, subscription busing, homeless, choice, and out-of-district students.
2. Coordinate jointures to ensure efficiencies.
3. Process all Lunch Applications and maintain accurate records in the Lunch Time program.
4. Assist with reconciling lunch status in the student management system (Power School).
5. Assist with completion of DRTRS and coordinate with the auditors for all transportation and lunch-related items.
6. Keep current route lists for each route. Ensure that drivers, principals, and the School Business Administrator/Board Secretary have current copies monthly and quarterly for the safety of our students.
7. Keep accurate records of aid-in-lieu of transportation to ensure accurate accounts payable.
8. Maintain accounts receivable records for all billable students.
9. Maintain accounts receivable records for all specialized student programs.
10. Stay current with new rules, regulations, and other developments.
11. Maintain good relations with parents and community members.
12. Address and respond to parent inquiries and complaints.
13. Assist with development of transportation-related policies and procedures.
14. Assist with bidding of contracted routes for specialized transportation.
15. Assist School Administration and Guidance as needed and when available.
16. Back-up for accounts payable and Power School functions.
17. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: As per agreement with the Board of Education

Salary: Based on the Board-approved rate

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: December 21, 2021

“Clayton Schools...In Pursuit of Excellence”