



Vallecitos School District

5211 Fifth Street • Rainbow, CA 92028 • (760) 728-7092

"A community school where we learn to achieve our dreams"

Board of Education

Ritsa Chanthabandith
Beatriz "Adriana" Cornejo
Michael Darnley
Dr. Martin Kurland

Meliton Sanchez
Superintendent

Coordinator of Business & Student Support Services / Director of Child Nutrition Services Job Description

A. BASIC FUNCTION:

Under the direction of the Superintendent, this dual-role management position is responsible for coordinating Business Services and Student Support Services and for directing the District's Child Nutrition Services program. The position is allocated approximately 50% to Business & Student Support Services and approximately 50% to Child Nutrition Services.

Within the Business & Student Support Services portion of the assignment, the Coordinator develops, implements, coordinates, monitors, and evaluates district programs, systems, and partnerships that support student behavioral health, wellness, prevention and early intervention, attendance and engagement, family and community engagement, and timely access to coordinated student-support services. The position serves as the District's primary coordinator for the Children and Youth Behavioral Health Initiative (CYBHI) and related behavioral-health systems, including referral pathways, service coordination, implementation support, documentation, funding/reimbursement processes, partnerships, and continuous improvement.

The Coordinator works collaboratively with the District's MTSS Coordinator and other district personnel to integrate behavioral-health and Student Support Services resources within the District's MTSS framework. This position does not duplicate responsibility for coordination of the MTSS framework; rather, it coordinates the Student Support Services, CYBHI, behavioral-health systems, resources, partnerships, and service-delivery processes that support students and families within and alongside that framework.

The Coordinator also provides district-level management and supervision for assigned classified staff, including the Data Technician/CYBHI Clerk, custodial/maintenance/grounds personnel, and Child Nutrition Services staff.

B. DESIRED KNOWLEDGE AND SKILLS:

1. Bachelor's degree or equivalent combination of education and experience appropriate to the assignment.
2. Knowledge of school district business operations, program administration, compliance, student-support systems, behavioral-health systems, CYBHI, and Child Nutrition Services.
3. Program planning, implementation, coordination, monitoring, evaluation, and continuous improvement.
4. District business operations, purchasing, procurement, records, compliance, and administrative systems.
5. Student Support Services, CYBHI, behavioral health, student wellness, MTSS collaboration, prevention, early intervention, family engagement, referral pathways, and community resource coordination.
6. Child Nutrition program administration, budgeting, procurement, compliance, and staff supervision.
7. Strong communication, organization, confidentiality, collaboration, problem-solving, systems analysis, and interagency coordination skills.

8. Ability to gain employment in the United States.

Duties of this position include but are not limited to the following:

C. BUSINESS & STUDENT SUPPORT SERVICES COORDINATOR DUTIES (50%):

1. Coordinate district Business Services functions, including accounts payable, purchasing, procurement, vendor management, inventory, records, reporting, and administrative operations.
2. Assist with Human Resources functions, including onboarding, personnel documentation, compliance, and operational support.
3. Support the Superintendent with districtwide program implementation, administrative initiatives, special projects, and organizational planning.
4. Develop and maintain procedures, workflows, forms, tracking systems, accountability processes, and continuous-improvement structures for assigned District programs.
5. Coordinate District programs and activities with staff, families, governmental agencies, service providers, community organizations, behavioral-health partners, and other external partners.
6. Maintain confidential student, personnel, fiscal, and program records in accordance with applicable requirements.
7. Coordinate travel, transportation, scheduling, meetings, events, trainings, and program logistics.
8. Monitor program deadlines, compliance requirements, reporting obligations, implementation progress, utilization, operational needs, and areas requiring follow-up or systems improvement.
9. Coordinate community engagement initiatives, family outreach, District events, resource activities, and partnerships that support students and families.
10. Supervise custodial/maintenance/grounds personnel, including work assignments, schedules, training, performance expectations, workflow coordination, and related operational support.

D. HUMAN RESOURCES RESPONSIBILITIES (CLASSIFIED STAFF):

1. Serve as the primary Human Resources point of contact for all classified personnel, answering inquiries regarding district policies, procedures, employment status, and HR resources.
2. Promote positive employee relations and assist the Superintendent with initial resolution of personnel issues or complaints involving classified staff.

E. CYBHI & BEHAVIORAL HEALTH-DRIVEN STUDENT SUPPORT SERVICES COORDINATION:

1. Serve as the District Coordinator for assigned Student Support Services programs, with primary emphasis on CYBHI, behavioral health, student wellness, prevention and early intervention, and coordinated access to services.
2. Coordinate the District's Children and Youth Behavioral Health Initiative (CYBHI) and related behavioral-health and student-wellness programs, systems, partnerships, implementation activities, and service-delivery processes.
3. Coordinate Medical/LEA BOP, CYBHI, and other assigned funding or reimbursement mechanisms that support student behavioral-health, wellness, prevention, and early-intervention services.
4. Develop, implement, maintain, and evaluate behavioral-health and Student Support Services procedures, referral pathways, service workflows, documentation systems, implementation plans, tracking systems, and accountability processes.
5. Monitor the effectiveness and utilization of behavioral-health and Student Support Services systems to promote timely, coordinated, consistent, and equitable access to available supports.

6. Identify gaps, barriers, breakdowns in communication, delayed or incomplete follow-up, service-access concerns, or other opportunities for improvement and coordinate appropriate systems-level follow-up with administrators, staff, families, providers, and partners.
7. Review available program data, referral patterns, service utilization, attendance and engagement information, implementation data, and other relevant information to identify resource needs, students or families requiring additional coordination, and opportunities for systems improvement.
8. Coordinate communication, referrals, service connections, and follow-up among students, families, District personnel, behavioral-health providers, social-service agencies, health plans, county agencies, nonprofits, and other community partners.
9. Develop and maintain partnerships with behavioral-health providers, county agencies, health plans, nonprofits, community organizations, and other entities serving students and families.
10. Coordinate family and community engagement efforts related to behavioral health, student wellness, attendance, prevention, early intervention, resource navigation, and access to services.
11. Coordinate schoolwide prevention and early-intervention programs designed to promote student wellness, resilience, engagement, attendance, behavioral-health awareness, and early access to appropriate supports.
12. Collaborate with the District's MTSS Coordinator and other district personnel to integrate Student Support Services, behavioral-health resources, referral pathways, and available interventions within the District's MTSS framework. The Coordinator supports the framework through assigned Student Support Services functions and does not duplicate districtwide MTSS coordination responsibilities.
13. Participate in and, when appropriate to assigned Student Support Services functions, coordinate or facilitate SST, wellness, attendance, behavioral-health, case-coordination, intervention, and multidisciplinary meetings.
14. Facilitate multidisciplinary collaboration among administrators, certificated staff, classified staff, families, behavioral-health providers, community organizations, and governmental agencies to strengthen coordinated service delivery.
15. Coordinate staff training, professional learning, meetings, communication, and implementation support related to CYBHI, behavioral health, student wellness, prevention, referral procedures, documentation, service workflows, community resources, and assigned Student Support Services systems.
16. Develop and communicate procedures, workflows, forms, guidance, resource information, and other tools necessary to support consistent implementation and use of behavioral-health and Student Support Services systems.
17. Monitor student-support program participation, service access, utilization, documentation, implementation, and program outcomes and recommend continuous-improvement strategies to strengthen coordination, accessibility, efficiency, and effectiveness.
18. Provide Certified Wellness Coach services within the authorized scope of certification, when assigned, including wellness education, prevention, early intervention, student check-ins, skill-building activities, and connection to additional supports.
19. Maintain confidentiality of student and family information associated with CYBHI, behavioral-health, wellness, and Student Support Services programs.

20. Perform other related Student Support Services coordination duties consistent with the overall purpose of the position.

F. DATA TECHNICIAN / CYBHI CLERK SUPERVISION:

1. Supervise and evaluate the Data Technician/CYBHI Clerk, including assignment of duties, workflow coordination, training, performance expectations, performance monitoring, coaching and feedback, and completion of formal employee evaluations in accordance with District procedures.
2. Coordinate the Data Technician/CYBHI Clerk's work related to CYBHI documentation, data entry, behavioral-health and student-support program records, billing/reimbursement support, and other assigned Business Services functions.
3. Coordinate the Data Technician/CYBHI Clerk's work with Student Support Services staff, Business Services, administration, behavioral-health providers, and outside program partners as needed.

G. CHILD NUTRITION SERVICES DUTIES (50%):

1. Establish and implement Child Nutrition Services program goals, objectives, procedures, and operational standards.
2. Develop and monitor the Child Nutrition Services budget, including revenue, expenditures, capital equipment, program sustainability, and cost analysis.
3. Plan and direct federal and state Child Nutrition Programs, including NSLP, SBP, CACFP, CEP, and other applicable programs.
4. Establish standards for food quality, staffing, equipment use, food safety, sanitation, and program compliance.
5. Develop menus and program procedures that meet federal and state nutrition requirements and promote student participation.
6. Direct food preparation, service delivery, inventory, purchasing, warehousing, and distribution.
7. Coordinate purchasing and procurement of food, equipment, supplies, commodities, and services.
8. Prepare and submit required state and federal reports and reimbursement documentation.
9. Coordinate program activities with governmental agencies, District departments, families, vendors, and outside organizations.
10. Develop and implement procedures that improve participation, efficiency, student access, customer service, and program sustainability.
11. Promote and market Child Nutrition Services programs to students, families, staff, and the community.
12. Supervise, train, support, and evaluate Food Service Workers and other assigned Child Nutrition Services staff.
13. Ensure compliance with applicable federal, state, local, and District regulations.
14. Perform other Child Nutrition Services duties consistent with the overall purpose of the position.

H. LICENSES AND CERTIFICATIONS:

1. Valid California Driver's License.
2. Certified Wellness Coach certification preferred or required when assigned Wellness Coach duties.

I. CONTACTS:

Contact with students, families, staff, administration, Student Support Services personnel, behavioral-health providers, community organizations, vendors, governmental agencies, health plans, county partners, and other service partners.

J. CLASSIFICATION:

Management

K. REPORTS TO:

Superintendent

L. EVALUATION:

Performance of this position will be evaluated annually by the Superintendent.

M. SALARY SCHEDULE:

Plan 022 / Grade 001 (\$96,048.13 - \$114,686.48 annually; \$8,004.01 - \$9,557.21 monthly), Classified Management, effective 5/1/2026.

N. WORK YEAR AND HOURS:

12-month, full-time position (8 hours per day).