




Kent School Services Network

Boundaries of the Community School Coordinator Role

 <p><i>These are activities that coordinators can and should be participating in.</i></p>	 <p><i>These are activities that the Coordinator can sometimes participate in-check with KSSN Team Lead first.</i></p>	 <p><i>These are activities that a coordinator should not participate in.</i></p>
Fielding referrals	Behavior interventions	First to contact a parent regarding behavior
Coordinate counseling services	Student check-ins	Providing therapy
Resource coordination	Assisting with suicide ideation risk assessments	Be “on call” for students
Advocate for students and families	“Check In/Check Out”	Serve as disciplinarian
Supports family engagement	Lead PBIS incentives	Handing out medication
Coordinate volunteers	Count and Distribute Hand 2 Hand/Kids Food Baskets	On-going secretarial work
Build and maintain community partnerships	Arrival/dismissal support	Be the point person when the principal is out
Facilitate monthly CSLT	Chaperone field trips	Substitute teaching
Staff wellness support	Interpretation for attendance phone calls and parent teacher meetings	Interpret at IEPs
Support PBIS as a Team Member	Translating school documents for parent communication	Transport students
Serve on Attendance Team	Participate in student leadership groups	Solely leading attendance
Attendance Team meeting with families	Lunchroom support	CPI Assist