

A-C CENTRAL COMMUNITY UNIT SCHOOL DISTRICT #262
JOB DESCRIPTION

Position Title: Student Services Coordinator

Department:

Reports to: Principal

FLSA Class: Exempt

Revised Date:

SUMMARY

The Student Services Coordinator's primary role is working with students. In addition, the coordinator serves as a consultant, resource person, guidance specialist, researcher and educator. These roles support the function of counseling of students and allow the coordinator to serve as the students' advocate. They help all students in the areas of academic achievement, career and social/emotional development, ensuring today's students become the productive, well-adjusted adults of tomorrow.

DUTIES

1. Provides developmental guidance both directly and indirectly to all students on a regular basis.
2. Provides counseling to students individually and in small groups.
3. Assists in the identification, diagnosis, and remediation of individual students with specialized needs, and attends conferences when properly notified by the special need's teacher and when necessary.
4. Assists with maintaining accurate, complete, and correct cumulative records as required by law, district policy, and administrative regulation.
5. Assists administration in implementing all policies and rules governing student life and conduct; and maintains order in area(s) supervised in a fair and just manner.
6. Provides teachers with appropriate student personnel information including interpretation of standardized test scores, when it is necessary in dealing with students with a unique background or problem.
7. Helps students learn how to approach life situations involving coping skills/problem solving.
8. Helps all students in the areas of academic achievement, career and social/emotional development, ensuring today's students become the productive, well-adjusted adults of tomorrow.
9. Assists in the organization, administration, and interpretation of district evaluation and screening programs and individual results.
10. Consults with parents, staff, administration, and community agencies regarding all facets of student development and various district programs and procedures.
11. Provides orientation services for students, parents, and staff.
12. Monitors and assists in the delivery of a comprehensive program of educational and career planning geared to the student's need.
13. Promotes the counseling department and District through contact with the public and use of the media.
14. Demonstrates effective planning and organization in execution of job functions.
15. Keeps current with changes in counseling strategies and attempt to incorporate positive change in the delivery of counseling services.
16. Advises students and families related to academics, career planning and graduation.
17. Keeps abreast of all high school graduation requirements, including special requirements such as community service, and communicate the information to the principal.

18. Assists students and parents with the course selection according to state credit and graduation requirements and student needs and interests.
19. Works with administration to obtain school records from the student's previous school (where applicable) and forwarding student records when appropriate.
20. Performs all other duties reasonably related to position as may be assigned by Building Administrator or Superintendent.

QUALIFICATIONS

1. Completed the State Test, PEL application, and 600 additional internship hours in order to obtain a Professional Educator License.
2. Proficiency in counseling and in other functions that may be needed as supplements to examinations.
3. Ability to guard, maintain, and preserve confidential information.
4. Strong organizational skills, detail-oriented with the ability to prioritize multiple tasks.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators and the general public.
7. Ability to enforce school regulations and policies in a professional manner.
8. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

Working hours will be 8:00 a.m. to 3:40 p.m. The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.