

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Director of Student Services  
Reports To: Middle/Senior High School Principal  
Approved By: Board of Education

Approval Date: April 5, 2022

#### GENERAL STATEMENT OF DUTIES

Provides a range of professional pupil/student service activities in the areas of academic and career development, for students in grades 6-12; selects, organizes, and assists with the utilization of educational and occupational development information; plans, schedules, and organizes sequential college and career activities consistent with students' academic and career needs. Serves as testing coordinator for college/career readiness tests, providing guidance on testing procedures and overseeing all test sessions.

#### SUPERVISION

Direct supervisor of the Guidance Secretary and Counselor positions. Provides access to training, gives direction, and conducts yearly evaluations for the Guidance Secretary and Counselor.

#### GUIDELINES

The performance of the duties and responsibilities of the position is guided by the policies and regulations of the Rossville Consolidated School Board, appropriate federal and state laws, and official operating procedures as prescribed and/or approved by the Superintendent and Principal.

#### CONTACTS

Will maintain frequent contact with school administrative staff and career personnel such as Wildcat Creek Co-op director, Ivy Tech director of secondary initiatives, and teachers. Contacts outside the school division include personnel in Clinton County community agencies, local businesses and internship partners, parents, and the general public.

#### ESSENTIAL FUNCTIONS

- Provides a sequential grade and/or age-appropriate program of academic guidance and college and career development for all students.
- Works with teachers and administrators to assist with the placement of students in appropriate courses, programs, and grade levels.
- Provides academic and college and career guidance in individual and group settings.
- Serves as the Corporation Test Coordinator K-12 including completing all IDOE requirements for the position, offering training when needed for staff, and maintaining appropriate security and records for testing.
- Coordinates the administration and interpretation of standardized tests.

- Interprets data from the cumulative records for students, their parents, and others who are professionally concerned.
- Participates actively as a member of the student services team.
- Orients parents toward resources available to them, both within and outside the school system, and serves as a resource person to parents and staff on the growth and development of children.
- Collects and disseminates to students and their parents current information on educational and vocational opportunities.
- Assists students in the process leading to appropriate post-secondary educational placement.
- Provides activities for students to develop job-seeking and job-holding skills.
- Works with employers, vocational staff, and community and state agencies to assist in the appropriate placement of students in part-time and full-time employment.
- Plans, develops, and coordinates/oversees the student internship program.
- Participates in school-based and non-school-based staff development and in-service training opportunities.
- Participates as a member of a school-based crisis team.
- Community Foundation Liaison.
- Provides orientations and enrollments for new students.
- Maintains accuracy of cumulative data to include transcripts and four-year plans.
- Conducts conferences with parents and teachers as needed.
- Notifies parents of student retention and course level adjustment according to the promotion and RHS performance-based policy.
- Recognizes and rewards significant student achievement.
- Cooperates with students, parents, and staff to facilitate alternative education placements for high-risk students.
- Disseminates scholarship and financial aid information in a timely manner. Performs related duties and responsibilities as assigned.
- Pursue continuous professional growth.
- Interpret results of college entrance tests and career assessments.
- Work collaboratively with other student services professionals and personnel outside the district.
- Coordinate student registration activities at the beginning of each school year.
- Monitor the enrollment of students from RMHS.
- Oversee Career and Technical Education programming which includes aligning course offerings, development of skilled pathways, college/career pathways funding, Ivy Tech enrollment, and testing for dual credit. Final approval of INTERS report (fall and spring).
- Serve as the Online Course Coordinator, making online classes available to students and monitoring student progress in courses.
- Attend any meetings/case conferences pertaining to special education students as requested by the student's Teacher of Record.
- Coordinate and schedule scholarship selection committee.
- Serve as Coordinator of the 21<sup>st</sup> Century Scholars program for RHS.

- Updates curriculum guide each year based on student interest and state-initiated course changes.
- Design and build Master Schedules for both middle and high school staff.
- Maintain and update student re-test list for graduation qualification and college entrance exams.
- Oversee and provide information for the Guidance website and Twitter account.
- Collaborate with all administrators to develop a path for students to be college and career ready:
  - Develop a comprehensive college and career readiness strategy aligned with the district mission, vision, and core principles
  - Communicate and inform on all aspects of college and career readiness and preparation to Rossville stakeholders
  - Develop and implement a plan to provide value-added opportunities in a college-going K-12 culture.
  - Direct and foster strong external relationships that are critical to the post-secondary institutions and organizations aligned with college access and success.
  - Implement Workplace Readiness experiences (i.e. work and learn, internships, job shadow, etc)
- Assist with the administration of Naviance for the district:
  - Conduct regular meetings with the Naviance Core Team
  - Implement and facilitate the use of Naviance in student services for CCR.
- Direct Dual Credit and Advanced Placement Programming
- Oversee Parchment and transcript requests.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively, both orally and in writing. Excellent organizational, planning and human relations skills. Thorough knowledge of school administrator tasks, career education methods, materials, procedures, and practices. Comprehensive knowledge of child/adolescent growth and development and career education and ability to apply knowledge to the needs of assigned students. Ability to develop cooperative working relationships with students, parents, and instructional staff. Ability to maintain accurate records and confidentiality.

#### MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

Completion of a master's degree and additional course work necessary to obtain a license as a Secondary School Administrator.

#### LICENSE/CERTIFICATION

Possession of an Indiana School Administrator's license.