Job Description
MOORE PUBLIC CHOOLS

Job Title: **Student Services Coordinator**

Qualifications:

Credentials: School Counselor Certification,
Administration Certification, or
Licensed Mental Health Professional (Preferred)

Education: Master's degree - Guidance and Counseling,
Administration, or Counseling Field (Preferred)

Training or Experience Required: Minimum of three years counseling experience (as school counselor or licensed mental health professional).

Special Skills, Knowledge, Abilities:

Must be able to prepare grants and monitor federal monies related to mental health, and school related counseling programs; oversee school counseling and mental health professionals, act as a liaison between District Testing Coordinator and counselors with all testing services within district; maintain liaison with local law enforcement agencies and referral agencies; develop, evaluate, and monitor the district-wide guidance and counseling program.

The position requires basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs skilled/professional-level tasks under limited supervision to ensure that specialized services are delivered to all students in the Moore School. This position oversees the following programs: district guidance and counseling, mental health programs, and NCAA compliance. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in person with the public to determine actual information needed. Job requires interpreting and

translating facts and information, explaining situations and issues to persons, and advising them of alternative courses of action. Incumbent must maintain confidentiality of necessary information.

Performance Expectations: The incumbent/employee will need to: (A) be customer focused to resolve problems effectively; (B) manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances, (C) manage resources with fiscal responsibility while maintaining proper accountability of records, (D) manage information and communications with staff and public effectively, (E) conduct short and long range planning to set and/or attain district goals and objectives, (F) demonstrate leadership by being a good role model to reinforce productive, customer-focused behavior and use creativity, innovation, and initiative to identify solutions to problems,
(G) be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals, and (H) contribute to the quality of district programs including extracurricular programs and be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Provides leadership and coordination of programs assigned. Evaluates program needs and makes appropriate recommendations.

2. Researches and maintains awareness of local, state, and/or federal regulations regarding counseling, Licensed Mental Health Professionals (LMHP), college and career readiness, graduation requirements, college entrance requirements, NCAA eligibility, and OSDE reporting requirements and assumes responsibility for their implementation.

3. Serves as a consultant/counselor to administrators and staff. Promotes and provides professional development for personnel in assigned area.

4. Devises and maintains records and reports as necessary.

5. Works with State and Federal agencies to comply with grant requests.

6. Maintains up-to-date Elementary and Secondary Guidance Program manuals.

7. Maintains up-to-date Licensed Mental Health Professionals Program manuals.

8. Monitors the Student Services Department Staff's attendance (including school counselors and licensed mental health professionals) of professional meetings and conferences, and reports progress in any areas of need to the superintendent or his/her designee.

9. Interprets test results, statistical data, and district goals as they relate to programs, administrators, staff and patrons.

12. Prepares necessary inventories, budget requests/controls and similar documents.

13. Coordinates licensed mental health professionals in cooperation with local and state agencies.

14. Assists with public relations in area of responsibility.

15. Acts in a liaison capacity with D.H.S., law enforcement agencies, community based mental health agencies, and referral agencies.

16. Performs other duties as assigned.

Supervision exercised: Supervises programs and indirectly supervises staff.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites.

TERMS OF EMPLOYMENT: Work Year to be established by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved 04/10/2023