

# CENTRAL NINE CAREER CENTER

## Job Description

**TITLE:** Student Services Coordinator (2 positions)

**STATUS:** Full Time Employee (205 day contract)

**PERIOD:** July 1<sup>st</sup> to June 30<sup>th</sup>

**SUPERVISED/EVALUATED BY:** Assistant Director

**UPDATED:** November 7, 2014

**APPROVED:** November 13, 2014

## QUALIFICATIONS:

1. Bachelor's degree required in field relative to Student Services
2. Three years of relevant experience in the area of education/guidance/recruitment
3. Master's degree preferred
4. Experience in a CTE setting preferred

## NATURE AND SCOPE OF JOB:

Coordinate and communicate with stakeholders from sending school corporations regarding students, enrollment, and career programs. Occasional travel to sending schools may be required.

## PERFORMANCE RESPONSIBILITIES:

### Student Relations

- Coordinate enrollment/scheduling of students in appropriate programs and classes.
- Communicate with parents concerning enrollment, schedule changes, counseling concerns, etc.
- Guide students in appropriate course selection based on career goals, abilities, and interests.
- Counsel students in resolving problems.

### External Staff Relations

- Establish a working relationship with the guidance and counseling personnel from the sending schools
  - Monthly Collaboration Meetings
  - Keep sending school counselors informed of curricular/program changes
  - Coordinate appropriate student course selection procedures and schedule changes
  - Reporting of progress reports and grades to sending school counselors

Each Student Services Coordinator would be responsible for student/sending school duties divided in the following manner:

<b>South (Johnson County)</b>	<b>North (Marion County)</b>
Center Grove High School	Beech Grove High School
Franklin Community High School	Franklin Central High School
Greenwood Community High School	Perry Meridian High School
Indian Creek High School	Southport High School
Whiteland Community High School	+ Triton Central, Roncalli, & Home School

### Internal Staff Relations

- Work with instructors to assure that all grades, data, and pertinent information is entered into the Student Management System in a timely and effective manner.

### Community Relations & Data

- Work closely with public or private agencies to provide the necessary support services for students as needed.
- Participate in and organize promotional, recruiting activities including, but not limited to tours, visits to sending schools, sending school staff visits to C9, student shadowing experiences, and open houses.

In addition to the duties assigned above, the following specialty areas will be assigned to each Student Services Coordinator:

<b>South (Johnson County)</b>	<b>North (Marion County)</b>
Vincennes University Specialist Cosmetology Program Support Spring DOE/DWD Data Reporting	Ivy Tech Community College Specialist Aviation Maintenance Program Support Student Management Specialist Fall DOE/DWD Data Reporting

- Work closely with postsecondary institutions and to assure that students are enrolled in and meet criteria for corresponding dual credit/early college courses.
- Visit and check status of students at off-site campus locations. Communicate with those instructional partners to record attendance, grades, and any student issues or concerns.
- Organization and Collection of the following data and information:
  - Dual Credits Earned
  - Certifications Obtained
  - End of Course Assessment Results
  - Placement Test Results
  - Job Shadowing/Internships