



MISSISSINEWA COMMUNITY SCHOOLS
School Services Coordinator

Job Description:

A specially trained staff member who provides guidance and support to all students. Applicant must have knowledge of middle school and high school programs, including curriculum, special programs and intervention processes. Applicant must have a social work degree or comparable experience.

Responsibilities:

Counseling

- Ensures that the school counseling program is comprehensive in design and is delivered systematically to all students
- Uses appropriate counseling processes and techniques for individual and group sessions to meet developmental, preventive, and remedial needs of students
- Provides individual and group counseling to students to address ongoing student issues
- Follows up individual and group counseling to monitor student
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals
- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans
- Assists students in selecting programs of study to enhance career planning
- Assists students in building self-esteem and developing decision-making, problem-solving, and positive human relations skills
- Implements direct interventions and prevention programs
- Provides interventions and support in crisis situations

Consulting

- Consults and collaborates effectively with parents, staff, and community resources regarding students with identified needs and concerns
- Is available and makes timely responses to students, parents, and teachers
- Assists staff and parents in understanding and responding to developmental levels of students
- Uses school newsletter, handouts, memos, web pages, etc. to inform teachers and parents about upcoming events, services offered, resources available, etc.
- Maintains current and appropriate resources for students, parents, and teachers
- Presents instructional/information programs to groups of students, parents, and teachers.
- Uses an effective process when referring students, parents, and others to special programs and service
- Interprets achievement and aptitude test data to assist school staff with curriculum planning
- Helps teachers and parents understand test performance in relation to student development

Coordinating

- Communicates effectively with students, parents, staff and community
- Assists with coordination of student services in the school
- Registers, orients, and schedules students into appropriate classes and makes necessary schedule adjustments to meet individual needs
- Works to improve student attendance by counseling students and making referrals to in-district and outside resources
- Makes appropriate referrals of students to school and community programs
- Assists with placement and follow-up services for students
- Informs and assists students and parents about career opportunities, post-secondary application procedures, financial aid, etc.
- Assists teachers with integration of guidance activities into the curriculum.
- Meets annually with feeder school counselors to coordinate the transition of students
- Prepares students for transition to next level (elementary to middle, middle to high school, high school to post high school)
- Maintains comprehensive records and reports
- Directs the maintenance of the school permanent record system and interprets permanent record data to students, parents, and teachers
- Provides recommendations to colleges, post-secondary schools, scholarship sources, and employers

Professionalism

- Demonstrates professionalism, including a commitment to professional development
- Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents, students, and community members
- Uses professional written and oral communication skills
- Maintains confidentiality of information
- Adheres to local, state and federal policies, regulations, and standards
- Performs other duties as assigned by the Principal

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)