Student Services Coordinator

This position reports to the Campus Director and is assigned responsibilities involving enrollment of secondary and post-secondary students through the positive promotion of programs and services. This is achieved by the distribution of positive promotional material, involvement in civic organizations, visiting sending schools, and developing and maintaining professional relationships with high school administrators, counselors, faculty, and local adult assistance agencies. Student Services Coordinators will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

**DUTIES & RESPONSIBILITIES:** (Adopted/Revised: 03/10/2009)

Duties & responsibilities are not all inclusive but may include the following:

- In cooperation with the District Marketing/Public Relations Coordinator, create advertisements for paper distribution, radio and television if deemed appropriate.
- In cooperation with sending schools, local agencies and the District Marketing/Public Relations Coordinator create articles for local newspapers regarding events and achievements of KTC students and staff.
- Provide assistance to students in determining their choice of occupational training, orientation (individuals and groups) to KTC student handbooks and KTC Policy & Procedure, personal adjustment and any other assistance needed. Copies of this information should be made available to students upon request.
- Responsible for increasing recruitment and enrollment of secondary and post-secondary students. This may be achieved by assisting Counselors with their monthly meetings, presentations at sending schools and local agencies, events and civic organizations, Sophomore and Eighth grade tours, Career Shadowing Days, pre-enrollment and any other activities that may increase enrollment.
- Provide assistance to campus faculty with the placement and follow-up of students.
- Maintain appropriate regards as required by KTC, ODCTE, and other regulating entities.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents must possess strong communication skills and demonstrate a strong knowledge and understanding of the laws, policies, procedures, and ethical standards of the school counseling profession. This position must also possess the ability to work well with KTC faculty and staff; attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience:** Minimum requirements consist of a Bachelor’s Degree, Master’s Degree preferred, in the area of education or public administration or related field with three (3) years experience in vocational education, educational field, counseling or public relations.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.