

**Carlisle County Schools**  
**Job Description**  
**Student Services Coordinator**

An individual serving as Student Services Coordinator must hold a valid Kentucky administrative certification. It is the individual's responsibility to maintain certification. The Student Services Coordinator reports to the Chief Academic Officer and Middle School Principal.

The job goal is to assist in administrative work of the middle school, promote parental involvement and awareness, and healthy drug free lifestyles that result in measurable improvement in student academic achievement.

**PERFORMANCE RESPONSIBILITIES:**

Adheres to the professional Code of Ethics adopted by the Education Professional Standards Board and the Carlisle County Certified Evaluation Plan. Carlisle County Employee Handbook summarizes most legal responsibilities.

**Middle school responsibilities**

- ILP completion and training for all staff and students.
- CATS testing organization and administration.
- Assist the Principal with lunch duty and other student monitoring.
- Counsel students as needed.
- Work with GEAR UP grant.
- Schedule students for upcoming years.
- Register, enroll students
- Have a working knowledge of Infinite Campus.
- Prepare some counseling curriculum for classes.
- Chair ARC meetings.
- Make sure final grades go in cumulative folders.
- Coordinate advisee/advisor programs.
- Review and update at-risk program.
- Help with rewards program for honor roll students.
- Help coordinate district accreditation with SACS.

**ASAP responsibilities:**

- Implement the ASAP Strategic Plans in Carlisle County, serve under the administration and supervision of the Carlisle County ASAP Executive Committee, and report to the ASAP Executive Committee.
- Maintain timeline of ASAP Strategic Plans.

- Provide leadership in developing and coordinating substance abuse related policies within each of the communities.
- Attend required trainings and workshops as directed by the Board.
- Assist with data collection and evaluation.
- Research and write grants to obtain additional funding for substance abuse programs.
- Management of collaborative efforts and coordination of Board's existing substance abuse initiatives.
- Build and maintain additional collaborative relationships in the community.
- Increase public awareness of alcohol, tobacco, and other drug (ATOD) usage.
- Improve communication at local, regional, state, and federal levels.
- Assist in implementation of science-based prevention programming.
- Provide financial management of funds.
- Pursue continuing education opportunities in best practices and science-based strategies.
- Oversee media and public relations campaigns.
- Other responsibilities as required and any other duties that are assigned by the Executive Committee.

**Parent Coordinator responsibilities:**

- Informing and getting parents involved in daytime and after school activities at all schools.
- Keeping an updated e-mail list of parents who would like to volunteer in all schools.
- Working with principals to create activities that parents can be involved with.
- Helping principals keep up with parent volunteer hours.
- Hold trainings with parents who want to help in certain areas of the district.
- Develop and distribute program material and literature to inform the community and parents of programs
- Continue Parent Involvement Policy of the district and change as needed.
- Perform related duties as assigned by principals and board office.

Promotes a positive school climate both internally and externally. Information is maintained on school website, Infinite Campus, newsletters, meetings, press releases or other means to keep students, parents, and community informed about school technology.

Maintains professional growth through conference attendance, professional readings, and Individualized Growth Plan.

Works collaboratively with district personnel, community, other professional organizations and other stakeholders for the purpose of improving student achievement.

Takes all necessary and reasonable precautions to ensure the safety of students and staff.

Demonstrates effective interpersonal and communication skills, with students, parents, and staff.  
Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position as may be requested by the Chief Academic Officer and/or middle school principal.