

Student Services Coordinator

Job Duties

Academic

- In charge of tutoring schedule
- Meet with struggling students / particularly seniors
- GSP - Assist with service / selection, pictures
- Log professional development hours; keep certificates on file; share with CO

Related Services

- Work with FRYSC to assist our neediest (especially male students)
- Coordinate with Balfour regarding:
 - Class rings
 - Senior caps / gowns
 - Calendars
- Coordinate with Strawbridge for photos (senior, underclassmen, graduation, staff)
 - Download photos to IC
- School Identification Cards
- National guard
 - Coordinate parking passes
 - Coordinate food donations
 - Coordinate lunch visits
- Copiers
 - Order toner / supplies
 - Call for service
 - Read codes on machine

Athletic

- Maintain master gym / facility schedules
 - Mount on wall in office
 - Upload to website
 - Send events to Jim Oliver for HVAC programming
- Sports passes
- Athletic Rosters
 - Update on KHSAA
 - Check physicals
 - Do grade checks for athletes
 - Notify coaches weekly
 - Update postseason rosters
- KHSAA Coaches training; track and report
- Assist with homecoming and similar events
- Update athletics handbook as needed
- Concessions
 - Order weekly
 - Monthly inventory
 - Do PO for purchases
 - Pepsi
 - Call for machine service
 - Order drinks for concession stand