**Dean of Student Support Services**

QUALIFICATIONS: Valid KY Teacher Certification

REPORTS TO: Principal

PERFORMANCE STANDARDS:

Keeps the Principal fully informed of any activities and/or problems concerning the school counseling program.

Promotes a positive, non-threatening school environment which actively stimulates • the involvement of students, parents, teachers, administrators, and the SBDM Council.

Promotes public relations.

Serves as an advocate for all students.

Assist students with academic, vocational, and personal problems.

Serves as a teaching counselor by conducting classroom guidance activities which promote KERA units that emphasize the six learning goals.

Assist the principal in informing students and parents of requirements, policies and procedures of the school.

Disseminates educational and vocational information.

Conducts individual counseling sessions and small group sessions as needed.

Conferences with teachers, parents, and students.

Enhances the curriculum of the school through curriculum planning, student observation, team meeting participation, SBDM Council subcommittee participation, behavior management, conflict resolution, and conferencing with

 all people involved in the school community for each individual student's success.

Coordinate services for children with outside agencies (examples - social services, mental health services, doctors, etc.)

Serves as a resource person for specific needs of the student, teacher, parent, and administrator as well as a resource for parent education.

Makes home visits if necessary.

Help cultivate relationships with teachers to help one another with student problems.

Serves as referral agent to other state and local agencies and aids in referrals to in-school programs.

Coordinates activities for drug education (examples, distribute and collect materials, arrange for speakers, etc.).

Assist the school administration in preparing for the opening of school and completing the records for the closing of school.

See that records for students going to the next level are taken to the proper school for students to continue their education the next year.

Provide documented follow-up after referral or assistance to insure credibility and accountability.

Administers and helps coordinate various assessment tools and disseminates the results.

Acts as building coordinator for CTBS and CATS testing. (Organize, count, keep track of materials, distribute, collect and package to take to central office).

After test scores are returned to school, sort and share results with teachers and parents.

Analyze, collect, and interpret test results to provide information for needs assessment for students and their parents.

Be a regular member of the ARC and attend ARC's in various capacities, (evaluator, counselor, chairperson).

Serve as ARC chairperson when designated by the Principal.

Works cooperatively with classroom teachers in providing avenues and approaches to the solution of pupil problems.

Provides general counseling for the purpose of building self-confidence, self-esteem, social skills, study skills and others.

Disseminate educational testing results.

Interprets test results.

Compute test statistics.

Maintain permanent records.

Responsible for copying special education records to send to other schools when students transfer and for **SSI** claims.

Assist in the development of l.E.P.'s

Assist with behavior management.

Organize and update special education folders.

Receive referrals from faculty.

Attend professional meetings.

Locate materials for teachers and parents concerning children (dealing with home and school problems).

Complete 42 hours of Leadership Training every two years for professional growth and development.

Maintain active membership in various professional organizations as they relate to counseling.

Consult with teachers in the development of curriculum adaptations and classroom practices for pupils with special needs.

Process transcripts and contact previous schools for special education records.

Consult in the development and operation of the total school program for exceptional children.

Screen students to identify those who should be referred for individual study.

Conduct detailed individual analysis (counseling, testing, observation) of particular children in order to furnish deeper insights into their educational problems.

Furnish clinical and diagnostic information concerning the particular emotional and psychological problems which interfere with a child's effective learning or refer to a psychologist when deemed necessary.

Inform parents of special needs of students when necessary.

Facilitates college entrance exam registration, administers special exams on an as needed basis (High School).

An-anges for and facilitates advanced placement course exams. (High School)

Provides information about correspondence courses; facilitates the exams for these courses. (High School)

Updates college applications and other college and career materials. (High School)

Changes schedules during the first week of each semester and at the Principal's requests at other times. (High School)

Notifies student and parents of those seniors not eligible to graduate. (High School)

Assists students in establishing and maintaining career folders and to determine their best career paths upon graduation. (Middle School/High School)

Updates students on the many changes taking place in today's workplace; such as expectations, education requirements, and future outlook within the career areas. (Middle School/High School)

Coordinates all post-secondary school orientations at the high school and works closely with post-secondary school representatives. (High School)

Prepares an updated diploma list and assists in the ordering of senior accessories. (High School)

Writes letters of recommendation and aids seniors in college admission and scholarship application process. (High School)

Serves as a placement figure with the armed services and post-secondary institutions. (High School)

Is responsible for ranking seniors and determining graduates' grade-point averages and making sure they are posted correctly to the transcripts. (High School)

Assists post-secondary school-bound students to find sources of financial aid. (High School)

Assists the Principal in preparing for and carrying out graduation. (High School)

Closes all records on graduation seniors, upgrades files, and makes sure a permanent copy of the graduates' records are sent to the Superintendent's office (High School)

Coordinates individual senior visits to post-secondary institutions and military (High School).

Provides support for instruction aligned with Program of Studies, Core Content and National Standards.

Performs related duties and other responsibilities as may be assigned by the Principal or Superintendent.