

<b>POSITION:</b>	<b>Student Services Administrator</b>
<b>POSITION SUMMARY:</b>	<p>The Student Services Administrator of the Academies of Christian County High School will ensure students have the resources, support, and guidance for students to succeed both academically and personally. This role involves oversight of counseling services, support for students' mental health and social-emotional needs, programming for at-risk students, special populations, or those needing intervention, as well as crisis intervention and conflict resolution. The Student Services Administrator will collaborate with faculty, students, parents, and community stakeholders to improve student success and retention so that they are prepared for college or career, and life-long learning.</p>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>● Master's degree in Educational Leadership, Administration, or a related field.</li> <li>● Valid administrative certification in Kentucky.</li> <li>● Minimum of 5 years of successful teaching experience, with at least 3 years in an administrative or leadership role preferred.</li> <li>● Experience with counseling services (academic, career, and personal counseling) is preferred.</li> <li>● Strong leadership, communication, and interpersonal skills.</li> <li>● Proven ability to foster relationships with business and community stakeholders.</li> </ul>
<b>REPORTS TO:</b>	Executive Principal
<b>SUPERVISES:</b>	<p>The Student Services Administrator will supervise personnel within the Student Services division, as well as any additional staff or responsibilities designated by the school's Executive Principal.</p>
<b>PERFORMANCE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>● <b>Student Services Leadership:</b> <ul style="list-style-type: none"> <li>○ Work with academy principals and Academy Coach to promote a student-centered environment that fosters personalized learning and academic growth.</li> </ul> </li> </ul>

- Develop and implement strategies to ensure equitable access to resources and support systems for all students.
- Lead department-specific teams to foster a school-wide culture of academic excellence, student engagement, social-emotional development, and career readiness.
- Provide visionary leadership in support of the implementation of academy pathways.
- Develop a consistent approach across Academies to tracking student achievement using data to monitor progress
- Oversee academic, career, and personal counseling services.
- Promote student involvement in school culture and community service.
- Ensure effective oversight of student attainment of graduation and post-secondary readiness requirements in alignment with state and local policies.
- Monitor and support administrators and teachers in the use of innovative student intervention practices and data-driven decision-making in accordance with state and local MTSS guidelines.
- Work with teachers, parents, counselors, and community agencies to address student needs.
- Develop and maintain efficient student records and attendance data documentation.
- Manage orientation, academic advising, tutoring programs, and mentoring.
- Oversee student assessment, progress monitoring, and interventions to ensure academic and personal success.
- Oversee professional development of department-specific staff that aligns with state, district, and school strategic planning and goals.
- Recruit, manage, and retain high-quality staff in the Student Services division.

- **Academy Model Management:**

- Coordinate all student services priorities to align with the transformation to the academy model and secure the highest possible standards for student outcomes.
- Support strong Academy identities and culture through student advising and student Academy placement

	<ul style="list-style-type: none"> <li>○ Work with Academy teachers and the Academy Coach to partner with local businesses, higher education institutions, and community organizations to support academy pathways.</li> <li>○ Ensure that students are provided with career exploration, mentorship, and real-world learning experiences.</li> <li>○ Participates in professional learning to maximize student services best practices</li> </ul> <p>● <b>Compliance &amp; Accountability:</b></p> <ul style="list-style-type: none"> <li>○ Contribute to the strategic planning in accordance with the school’s mission and vision, and coordinate with the Academies of Christian County High School Steering Committee to progress monitor and maintain high-quality academy model implementation</li> <li>○ Ensure compliance with federal, state, and local regulations,</li> <li>○ Develop and implement school policies and procedures in alignment with district and state guidelines.</li> <li>○ Manage the school’s performance metrics, including graduation rates, post-secondary enrollment, and career placement.</li> <li>○ Evening and weekend events may be required to support school and community activities.</li> <li>○ Participate in district-level administrative meetings, as well as work with district personnel, maintenance, curriculum, and finance departments.</li> </ul>
<b>TERMS OF EMPLOYMENT:</b>	Employment for 238 days, with salary to be determined by the adopted administrative salary schedule of the Christian County Board of Education.
<b>EVALUATION:</b>	Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Executive Principal.

**Board Approval:**