

REFERENCE NUMBER 2.2.1.1
TITLE: Director of Student Services Job Description
DATE OF LAST REVIEW: 11/11/19
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The Purpose and Ministry of the Director of Student Services

The Director of Student Services is chiefly responsible for assisting students in their vocation as a high school student and in preparation for future vocations. This involves nurturing students spiritually, personally and academically throughout their high school experience. The Director of Student Services will reflect and commit to the school's purpose and overall ministry and well-being of Lutheran High School.

Accountability

The Director of Student Services is accountable to the Principal of Lutheran High School for the performance of his/her responsibilities as outlined. Annual performance goals will be established.

Terms of Service

The Director of Student Services is either called (if eligible) or contracted per school year. It is assumed that, given a positive performance review, employment will be ongoing. Salary and benefits are established by the current compensation model as outlined in the current Personnel Handbook and chosen by the employee. This position may be either full time.

Christian Witness Characteristics

Dedicated to Christ-centered service to young people and their families
Models love and care for youth while being trustworthy in relationships and commitments
Ministers to faculty, parents, students, alumni, and other members of the Association
Leads as a servant, promotes consistent servant leadership and Christ-centered decision making
Models the Christian faith in professional & personal activities, integrating their life with God's grace
Conveys the Association's mission with passion clearly and directly
Ensures the quality of education at Lutheran High School

Qualifications

Hold a Bachelor's Degree from an accredited school of education and provide a transcript of credits.
Hold or be willing to obtain a Master's Degree in School Counseling or a related field.
Hold or be willing to obtain appropriate certification from the State of Missouri within two years.
Preferred: Teachers who are synodically trained through The Lutheran Church--Missouri Synod (LCMS)

Positional Responsibilities

Student Academic Planning

- Ensure that a 4-year academic plan is in place and reviewed through personal contact with each student by a school counselor on an annual basis.
- Provide course selection counseling services for all students prior to the course selection process. This should include recommendations to students based on individual abilities, interests, needs and goals.
- Provide individual counseling for students regarding scheduling options upon the request of the student or his/her parent.
- Provide written and verbal communication with both student and parent when a student is deficient in their credit status.
- Monitor student grades and oversee the Academic Recovery Program
- Coordinates with Special Education program regarding planning for students with special needs.
- Provide information to students and parents regarding summer programs and options for credit recovery.

- Coordinate homebound and/or extended absence arrangements between teachers and the student.

Personal/Social Development

- Oversee the coordination of new student assimilation programs.
- Provide counseling services that will address personal and social needs of students, not limited to, but including: peer relationships, teacher-student relationships, family relationships, school attendance, substance use, addictions, and financial problems.
- Provide information about outside agencies and counseling resources to students and families.
- Provide information and make recommendations to students regarding opportunities for enrichment programs such as: Boys/Girls State, Missouri Fine Arts Academy, Missouri Scholars Academy, etc.
- Coordinate academic awards.
- Assist the Principal in dealing with major discipline situations.
- Coordinate a care team to meet on a biweekly basis to address student concerns.

Career Development

- Assist students in determining their personal strengths, passions, career interests and goals.
- Direct students in post-secondary options that are appropriate for student career goals.
- Maintain and provide resources (pamphlets, literature and websites) from colleges/universities, technical schools, military academies, and other post-secondary education options.
- Coordinate college and military representative visits.
- Provide students and parents with guidance and information related to: recruitment visits, college visits, entrance requirements, application processes, scholarship opportunities, financial aid, and military/governmental services, recommendation letters, and transcript requests.
- Provide guidance for students and parents in completing scholarship and college entrance requirements.
- Coordinate parent education related to college and career planning to include topics on: student career interests, ACT/SAT testing, college search, application processes, scholarships/financial aid, and transitioning from high school to college.

Course Offerings

- Assist the Principal in determining course offerings and teaching assignments.
- Assist the Principal in curriculum review and new course proposals.
- Coordinate the production of the Registration Handbook.
- Coordinate both dual credit and online learning options for students.
- Provide recommendation for student inclusion in the Learning Center or Academic Lab program.

Testing

- Coordinate the testing program for new student placement.
- Coordinate a standardized testing program for all students and compile and disseminate results and trends as appropriate to students, parents, teachers and administration.
- Promote ACT/SAT preparation and test taking.
- International Students
- Assist the Principal in creating and monitoring policies for international student acceptance and enrollment.
- Monitor and assist with international assimilation.

Administrative Team

- Actively participate in regular School Ministry Team (SMT) meetings.
- Assist in creating new and innovative school-wide programs.