



Position Title: Student Services Specialist

Immediate Supervisor: Director of Academics and Student Programs (Director)

Responsibilities: 12-month employee

General Responsibilities: Responsible to work and support the Director in all activities, as assigned, involving students and faculty, K-8. The specific responsibilities include:

- Assist in advancing the school's Christ-centered mission by actively seeking personal faith growth and development and continuously modeling and articulating an emphasis on developing a Biblical life and worldview for all students.
- Be a visible presence in all areas of the school; work toward a resolution of all problems, as they arise; keep the Director informed of the general programs, activities and problems of the school.
- Assist the Director with the administration of student discipline as directed
- Assist the Director and support faculty in the administration of standardized assessments and development of related reports.
- Assist in the admission process for the testing, interviewing and evaluating of applicants for enrollment.
- Be aware of the educational, physical, social and psychological needs of both lower and middle school students and develop plans for meeting those needs.
- Work closely with local high schools and parents to support a seamless articulation for graduates of The Christ School.

Counseling and Student Services

- Coordinate a health/adolescent development unit for students in grades 4-8
- Assist teachers and parents in conferences as needed
- Coordinate with specialists (such as Occupational Therapists and outside mental health providers)
- Serve as liaison with OCPS for services provided for students with diagnosed learning disabilities
- Coordinate with the academic support program teacher
- Provide individual and small group student counseling/advising and family consultation for social, emotional and behavioral concerns; consult with parents and provide outside referral resources

High School liaison

- Annual High School Parent Information Night - provide outside referral resources as needed
- Assist families with application/registration process
- Assist with high school course placement determinations
- Seek counsel from high schools and facilitate high school credit and placement between TCS and feeder schools
- Individual conferences with each 8th grade family for high school planning purposes
- Coordinate with Florida Virtual School for students taking high school courses online
- Annual Graduate Survey – create, disseminate, follow up and analyze data received
- High School Panel discussions – organize and moderate student alumni panel

Testing

- Coordinate and schedule school wide standardized testing – this includes taking inventory and ordering materials, creating the testing schedule, assigning and training test administrators and proctors, arranging make up testing, communicating plans with parents, faculty, staff and students, and ordering testing results.
- Analyze testing results for curricular improvement as well as marketing purposes
- Coordinate Duke TIP program for 4-6 and 7th grades

Other Duties as Assigned

The ideal candidate will have an advanced degree in education, at least 5 years of teaching and/or leadership experience, preferably in an independent, Christian school. The position reports directly to the Director of Academics and Student Programs.