
NOTICE OF VACANCY

Title: **Student Services Coordinator**

Reports to: Director of Adult Education

Job Objective: The Student Services Coordinator plays a key role in supporting the success of adult learners by providing comprehensive academic, career, and professional support services. This position is responsible for coordinating and managing student services for adults enrolled in adult education programs, assisting with enrollment, retention, placement and certification testing and overall academic success. The coordinator works closely with students, faculty, staff, and external partners to ensure students have access to the resources they need to achieve their educational and career goals.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- **Bachelor's degree** in Education, Counseling, Social Work, or a related field **required**.
- **Master's degree** in Education, Counseling, Social Work, or a related field **preferred**.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Experience with Academic Advising, Student Services and Test
- Ability to identify, evaluate, and implement financial options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to a qualified individual with a disability to perform essential functions.

- Assist prospective and current students with the enrollment process, including registration, course selection, and providing information about program offerings.
- Ensure that all required documentation (e.g., identification, residency, transcripts) is completed and processed.
- Administer entrance examinations, industry certification examinations and other tests as assigned
- Implements and follows testing guidelines set for by the testing agency.
- Provide one-on-one counseling and academic advising to adult learners regarding program options, course selection, and academic progress.
- Offer career counseling, job readiness workshops, and resources to assist students with employment and career advancement.
- Assist students in setting and achieving short- and long-term academic and career goals.
- Coordinate and connect students with on-campus and community resources such as tutoring, mentoring, childcare, transportation, mental health services, and other support services.
- Address and resolve student issues, concerns, and challenges in a timely and professional manner.
- Monitor student progress and provide outreach to students who are at risk of dropping out or failing.
- Develop and implement strategies to improve student retention and graduation rates.
- Organize and lead workshops and orientation sessions to help students transition into adult education programs.
- Analyze student success data and create targeted interventions to

- address academic or personal barriers to student success.
- Work closely with faculty, staff, and administrators to ensure student needs are met.
- Maintain effective communication with external partners, such as local workforce development boards, employers, and community organizations.
- Assist in the development and implementation of new student services programs and initiatives to better support adult learners.
- Collect and analyze feedback from students and faculty to continuously improve services and program offerings.
- Prepare reports and updates for the Adult Education Director on student services activities, retention trends, and student success.
- Maintain accurate and confidential student records, adhering to institutional, state, and federal regulations such as the Council of Occupational Education (COE), Department of Higher Education (HEI) and required program specific reporting
- Assists in the coordination of Adult Education Programming.
- Articulates a clear program/service philosophy that is compatible with CCCTC, BOE, and ODE/OBR.
- Organizes an advisory committee and identifies and develops partnerships that enhance program services while expanding Adult Education programs yearly in collaboration with the Adult Education Director
- Collaborates with the state department of education and teacher training personnel.
- Serve as evening administrator on duty two evenings per week.
- Collaborates with public and private entities. Seeks opportunities to participate in joint training ventures.
- Coordinates arrangements with employment sites to provide literacy opportunities.
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Assist with orientation activities. Helps screen participants for learning difficulties and resolve problems that impede student participation in program activities.
- Assist with organization of recognition and graduation ceremonies to honor program participants.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Encourages staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.

- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility:

Supervises assigned staff under the direction of the director of adult education. Assumes responsibility for the results of duties delegated to staff.

Working Conditions:

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Columbiana County Career and Technical Center Board.

The Columbiana County Career and Technical Center is an equal opportunity employer. This PERFORMANCE EXPECTATION identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

CONDITIONS OF EMPLOYMENT:

1. Length of employment: 250 Day Contract
2. Hours per day: Eight (8) Hours
3. Salary: Based on current negotiated salary schedule with appropriate experience and training.
4. Fringe benefits: Per negotiated agreement

PROCEDURE:

If interested, make application to Jenna Fox, Adult Education Director, Columbiana County Career Center, 9364 State Route 45, Lisbon, OH 44432. (330) 424-9561, ext. 146. Email Resume & Letter of Interest to: Jenna.Fox@ccctc.k12.oh.us

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATION INSTITUTION. Courses and services are offered without regard to race, color, national origin, sex, disability and age. The Columbiana County Career Center is in compliance with TITLE VI, TITLE IX AND SECTION 504. Coordinator is Curt Kaiser. Offices are located at 9364 State Route 45, Lisbon, OH 44432. (330) 424-9561, ext. 117.

Deadline To Apply: Until Filled