

YORK ADAMS ACADEMY

TITLE- Coordinator of Student Services

TERM- 200 days per year, 7.5 hours per day

EMPLOYEE STATUS- This is a full-time (Monday through Friday-7:30 am to 3:00 pm), professional certificated position.

JOB DESCRIPTION- This position is directly responsible to the Director. The position does not include supervision of any other professional employee. The primary function is to provide direct services to students.

DUTIES AND RESPONSIBILITIES

1. Assist students in developing effective problem-solving skills essential to resolving mental health issues which interfere with their educational achievement.
2. Consult and collaborate with community service providers; perform referral and follow-up activities on an as needed basis
3. Provide individual counseling to students and their families
4. Develop individual student educational plans and conduct new student orientations
5. Serve as the liaison between students and teachers regarding special program initiatives
6. Schedule and oversee all post-secondary institution student presentations as well as “experience days”
7. Serve as the liaison between students and community organizations to provide postsecondary and career counseling resources and materials; including financial aid information, FAFSA completion assistance and help completing the post-secondary application process
8. Provide individual work related skills counseling, accessibility to resources and data specific to local and state job markets, referral to community work related agencies and follow-up
9. Coordinate and administer entrance testing to prospective students and communicate results with partnering districts
10. Serve as the liaison between students and teachers regarding special program initiatives
11. Perform other tasks reasonably related to the counseling and support service of students as assigned by the Director

QUALIFICATIONS

1. Master’s degree or higher from an accredited institution in Social Work
2. Valid license or pursuing a license as a PA Social Worker (LSW) or Licensed Clinical Social Worker (LCSW)

3. Will also consider an Elementary and Secondary School Counselor (PK-12) certification

APPLICATION PROCESS-

Submit the following documents:

Letter of Interest

Resume

References

Copy of PA License as a Social Worker or Licensed Clinical Social Worker

Copy of Current Clearances (Less than 1 year old)

Act 114-FBI Fingerprinting and Criminal History

Act 34-PA State Police Criminal History

Act 151-Child Abuse

Mail Employment Documents to:

Christopher Fultz-Director

York Adams Academy

300 East 7th Avenue

Suite 500

York, PA 17404

DEADLINE- Friday, April 3, 2020