



SETON LASALLE CATHOLIC HIGH SCHOOL

STUDENT SUPPORT SERVICES COORDINATOR POSITION DESCRIPTION

Job Title: Student Support Services Coordinator

Department: Guidance Office

Reports to: Principal

About Seton LaSalle Catholic High School

Seton LaSalle Catholic High School is a private co-ed Catholic high school, dedicated to providing quality Catholic education to all students, committed to fostering young people's relationship with God, devoted to educating the whole person, and driven to inspire a life-long commitment to learning and service. Success is common and expected, as is the pursuit of excellence in glorifying Christ.

Summary

The Student Support Services Coordinator develops, organizes and implements a comprehensive intervention program for students who are struggling academically, emotionally, behaviorally, and/or socially in order to fulfill the mission of Seton LaSalle Catholic High School. As the coordinator for the Academic Success Center, the Student Support Services Coordinator works with the Guidance Counselors and Administration to foster a Christian culture within the intervention program to develop students who make positive contributions to the well-being of their school community. The position works directly with the Assistant Principal/Dean of Students.

Essential Duties and Responsibilities

Student Support

- Design and implement plans to address the needs of struggling students and collect data-based results on the effectiveness of the interventions.
- Communicate and coordinate growth and individualized education plans with faculty to ensure that all students receive documented accommodations.
- Assist in the academic, emotional, behavioral, and social development of struggling students
- Analyze academic, emotional, behavioral, and social development data to identify struggling students
- Coordinate academic support through peer or professional tutoring
- Identify and collaborate on research-based intervention strategies that are implemented by school staff
- Monitor and evaluate academic, emotional, behavioral, and social development progress after interventions and modify as needed
- Revise interventions as appropriate
- Manages the contracts and services provided by external professionals (e.g. intermediate unit personnel, doctors, psychologists, counselors, therapists, and/or other related professionals) as part of student intervention program
- Monitors student and family interactions with external professionals (e.g. doctors, child study teams, psychologists, counselors, therapists, etc.) to ensure consistency in care and participation/engagement in as part of student intervention program
- Refer to school and community services as appropriate
- Collaborate with guidance counselors and administrators about RTI design and implementation
- Advocate for equitable education for all students and work to remove academic, emotional, behavioral, and social barriers



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Mission

- Support and uphold the philosophy of Catholic education and the mission of the school
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
- Support and adhere to the Standards of Conduct and policies and procedures of the school
- Understand and support the role in admissions, development and advancement

Other duties as assigned by the Assistant Principal/Dean of Students

Performance Keys

- Program Integrity and Supervision
- Dedication to Student Success
- Functionality within the Mission of Seton LaSalle
- Fostering Attitudes of Resilience and Determination
- Modeling Gospel Values
- Witness the Christian Faith

Minimum Qualifications

The applicant must have a dedication and commitment to carry out the mission of the school, and should be a practicing Catholic in good standing.

Education: Bachelor's degree with a preference for a Master's degree in counseling, school counseling, education, special education, or another related field.

Experience: 2 years in school counseling, special education, or related field

Certification: teaching, school counseling or special education

Special Knowledge/Skills/Attributes

Knowledge

- Must have experience or a desire to work in a Catholic school.
- In-depth knowledge of Response to Intervention (RTI) or correlating best practice
- Demonstrated ability to provide support and resources to teenagers who need extra assistance outside of the classroom in order to realize success in the classroom
- Demonstrated ability to develop, maintain, and manage appropriate relationships with teenagers



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Skills

- The applicant must possess strong computer skills, specifically PowerSchool or related SIS, familiarity with Google Platform, Naviance or related college application system
- The applicant must possess a familiarity with the College Board and Standardized Testing.
- The applicant must possess a familiarity with NCAA eligibility policies.
- The applicant must possess the ability to communicate in spoken and written word to all stakeholders.
- The applicant must possess excellent organizational, communication and interpersonal skills.
- The applicant must have the ability to establish a strong rapport with all stakeholders, the community, and colleges/universities through positive representation and communication.
- The applicant must possess the ability to assess and manage intervention programs effectively.

Attributes

- The applicant should be professionally calm and motivationally intense.
- The applicant must embrace a high level of accountability.
- The applicant should maintain emotional control under stress.
- The applicant should be a progressive thinker but a believer in planning and preparation.
- The applicant should reflect a balanced quality lifestyle evidenced by personal habits: spiritually, physically, emotionally, and mentally.
- The applicant should be able to function at a high capacity in a fast-paced environment.
- The applicant should demonstrate the ability to be consistent in decision making.

Interested applicants should email careers@slshs.org to apply.