

## DIRECTOR OF STUDENT SERVICES - 2017-'18 JOB DESCRIPTION

**Job Title: Director of Student Services, Signature School, Evansville, Indiana**

**Reporting to: Executive Director, Signature School**

**Job Summary:** The Director of Student Services will oversee all aspects of student academic success, including academic advising; developing and building a master schedule and student schedules; monitoring student academic progress; enrolling new students; ensuring that all transcripts and records are properly handled and maintained; and coordinating and administering all testing. The Director of Student Services will serve as the primary college counselor, working with students and families on the college selection process from beginning to end.

**About Signature School:** Signature is a 9-12 public charter school that has established a tradition of high academic performance and achievement by creating a culture of learning based on trust and mutual respect. Board members, faculty, and staff share the focused goal of ensuring student success. Students, with their "signatures," attend the school by choice, knowing that the educational opportunities are challenging. Faculty and staff are committed to helping students meet their educational goals and hold themselves accountable through state, national, and international external assessments, and through internal evaluation. Results are published annually.

Signature is a globally-focused International Baccalaureate (IB) school with an open campus in downtown Evansville, Indiana. Students eat lunch at nearby restaurants, have PE at the YMCA, and do research at the public library. We have no bells, no lockers and no theft. We are open admission with students from diverse educational, ethnic, and socioeconomic backgrounds. Since 2008, we have had more applicants than spaces and have conducted a lottery for admission.

Since 2006, Signature consistently has ranked in the nation's top 100 high schools. Most recently, the *Washington Post* ranked Signature the tenth most challenging high school in the nation and the most challenging high school in the Midwest. Signature has achieved its remarkable results by firmly adhering to an open admissions policy. The school does not select its students. We believe that all students, given the opportunity, can attain a high level of academic success. All Signature students, regardless of test scores or other criteria, are enrolled in AP and IB courses. There are no barriers. Motivation is the only requirement.

For further information about Signature School, go to [www.signature.edu](http://www.signature.edu).

### **Job Responsibilities include:**

- Developing, tracking, and providing academic guidance of students, including a four-year graduation plan and college counseling for each student
- Developing and building a master school class schedule from beginning to end
- Addressing parent and guardian concerns or questions regarding curriculum and courses

- Serving as primary school contact for college officials, military placement, and community placement
- Overseeing the maintenance of all statistics for attendance, test scores, enrollment, ethnicity, and graduation data
- Ensuring that school course titles and descriptions align with state curriculum requirements, academic honors diploma, and Core 40 requirements
- Collecting data and submitting all state required DOE and federal reports
- Coordinating 504 and General Education intervention committee
- Overseeing the proper maintenance and handling of transcripts and cumulative student records
- Overseeing all aspects of communication with prospective students and subsequent integration within school life, including open house, enrollment, and orientation events
- Coordinating internal and external scholarships for students
- Coordinating college and financial aid meetings to provide accurate and up-to-date information to parents, guardians, and students; researching and publicizing college and scholarship opportunities
- Ensuring that students submit college and scholarship applications in a correct and timely fashion
- Submitting all counselor-related college and scholarship applications and necessary documentation
- Coordinating the administration of all testing: PSAT, PLAN, etc.
- Coordinating spring Honors Night event
- Assisting in planning and executing Commencement
- Handling routine and crisis counseling of 9-12 students in a challenging academic environment
- Attending required DOE administrative conferences and other conferences, as needed
- Enrolling new students
- Building, printing, and distributing report cards
- Ensuring proper enrollment and tracking of all students

- Performing other duties as directed by Executive Director

**Minimum Qualifications:**

- Master's degree
- Strong organizational and time management skills
- Excellent communication skills, both oral and written
- Approachability in working with students, faculty, staff, parents, and community members
- Professional demeanor
- Demonstrated ability to work independently
- Understanding of Signature School culture
- Ability and willingness to learn school information system

**Preferred Qualifications:**

- Counseling background
- College counseling experience
- Classroom teaching experience

**Compensation:**

- Commensurate with experience

**Application Process:** Please send letter and resume to Jean Hitchcock, Executive Director, Signature School, 610 Main Street, Evansville, IN 47708 or to [jean.hitchcock@signature.edu](mailto:jean.hitchcock@signature.edu).