



## STUDENT SUPPORT COORDINATOR

[gogunn.org](http://gogunn.org) | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

### **Summary**

The Student Support Coordinator serves an essential function at the school and is at the core of what we do as an institution - support our students so that they can flourish. The Coordinator works with several key offices within the school to coordinate support, namely the Counseling Department, the Health Center, the Center for Academic Excellence, and our Dean of Students Office. The position includes administrative support work, scheduling, liaising with different departments and third-party therapists, and communicating regularly with students and their families.

## **Essential Functions / Responsibilities**

- Student Care Responsibilities:
  - Schedule and communicate with students and professionals regarding all student therapy sessions on and off campus
  - Manage appointments, phone calls, and calendar for the Director of Counseling
  - Manage and coordinate on-campus scheduling (blocks, spaces) for students and independent therapists providing services
  - Facilitate transfer of student information from the Student Success Team (SST), student alerts, and other relevant information to service providers
  - Manage the school's student tracking system (REACH) and student attendance needs when students are not able to attend class for appointments of other wellness related reasons
  - Schedule student small group meetings and help facilitate communication between relevant faculty
  - Facilitate the identification and acquisition of new independent on campus service providers
  - Generate notes and action items in SST, Student Progress, Student on Boarding and Small Group meetings
  - Oversee the therapy suites and facilitate access and availability to ensure students have private spaces to engage in confidential sessions in person or virtually
  
- Dean of Students Responsibilities:
  - Respond to email, phone inquiries and questions from the community that come to the Dean of Students office
  - Manage and track student discipline and attendance
  - Manage and update REACH daily
  - Schedule and coordinate meetings
  - Create special reports when necessary
  - Assist with Community Programming logistics

## **Qualifications**

Qualified applicants will have some administrative and computer experience and must have an interest in working with high school aged students and their families. Every employee of The Frederick Gunn School is considered an educator, and as such, applicants should see themselves in that role.

## **To Apply:**

This position is a 10-month, non-exempt opening. Hourly compensation is competitive, and the employment package consists of excellent benefits, including outstanding health and dental coverage and retirement plan. To apply, please send a cover letter, resume, and three professional references (references will not be contacted without notifying you) to: [HR@Frederickgunn.org](mailto:HR@Frederickgunn.org). Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

*BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*

## **Core Values of The Frederick Gunn School**

### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

### Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning - one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

### Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply - who become wise, engaged, active citizens.