



Learning Commons Coordinator

Westminster Christian School is seeking a dedicated and organized individual to fill the role of Learning Commons Coordinator for grades 6-12. The ideal candidate will play a crucial role in fostering academic excellence by coordinating various programs such as High School and Middle School National honor societies, peer tutors, and a variety of student support and enrichment programs. The Learning Commons Coordinator will be responsible for facilitating cross-campus efforts to enhance academic support and maintaining an organized live schedule for all activities within the Learning Commons. This employee is considered an ambassador of Christ and a minister of the Christian gospel and is expected to integrate his/her Christian faith into his/her service to the school while actively participating in the spiritual formation of students.

Essential Duties and Responsibilities

National Honor Societies Coordination:

- Collaborate with faculty and students to oversee the activities of national honor societies.
- Assist in the selection process and organize induction ceremonies.
- Foster a sense of community and service among honor society members.

Tutoring Management:

- Recruit, train, and supervise peer and alumni tutors.
- Match tutors with students seeking academic support.
- Conduct regular check-ins to evaluate and improve tutoring effectiveness.

Cross-Campus Academic Support:

- Collaborate with teachers and administrators to identify academic needs across campus.
- Implement strategies to address these needs and enhance overall academic support.
- Foster a collaborative environment to ensure the success of academic initiatives.

Learning Labs Facilitation:

- Plan and execute learning labs to provide additional support in various subjects.
- Utilize innovative teaching methods and resources to enhance student learning.
- Monitor and evaluate the effectiveness of learning labs, adjusting as needed.

Schedule Management:

- Maintain an organized live schedule for all activities within the Student Service Center.
- Coordinate with other departments to avoid scheduling conflicts.
- Communicate schedules and updates effectively to students, staff, and parents.

And other duties as assigned.

Qualifications

- Active participant of a Protestant church whose doctrine is consistent with the Westminster Christian School Statement of Belief
- Alignment with the Westminster mission/philosophy, goals, and objectives
- Excellent organizational skills to manage multiple programs and initiatives simultaneously.
- Ability to collaborate effectively with faculty, students, and parents.
- Strong interpersonal skills to build positive relationships with students and staff.
- Dedication to fostering a supportive and inclusive academic environment.
- Qualified candidates must have at least an undergraduate degree and be certified by the Florida Department of Education.

Reports to: High School Principal

Schedule: 10 month employee