



Student Success Coordinator Position Description

St. Barnabas Episcopal School's mission is to empower each student to achieve academic and moral excellence in a faith-filled environment based on God's Word.

Position: Full Time, Salaried, Faculty, 10 Month Position

Reports to: Head of School

The Student Success Coordinator serves as a liaison to faculty, administration, and parents to coordinate academic and behavioral support services during and after school as part of the school's multi-tiered system of supports (MTSS) and RTI (Response to Intervention) for our PreK4 - 8th grade students.

Coordinate academic and behavioral plans (504, IEP, and EP), Problem Solving Team (PST) process.

Collaboration with teachers and administrators for the purpose of implementing academic plans, interventions, accommodations and modifications.

Overseeing and coordinating tutoring services (fee based and volunteer).

Supervise and assist the Student Success Teacher as needed with the instruction and support provided through Student Success (academic support) Classes for 6th, 7th & 8th graders. Coordinate with core subject area teachers to help facilitate learning objectives for these students.

Coordinate a team of teachers and tutors to deliver a 6 week summer academic remediation and intervention fee-based program.

Coordinate Gifted Student Identification assessments and support services.

Communicating the goals, benefits, and success stories of students to the school and community-at-large.

Work closely with the Head of School in coordinating with third party intervention and tutoring services funded by Title 1 grant and private to qualified students.

Responsibilities

- Attend weekly team meetings with the Head of School, Assistant Head of School, and Student Wellness Coordinator as well as weekly faculty meetings.
- Communicate with parents related to the Student Success Program via newsletters, emails, and conferences.
- Coordinate with the Business Office and report tutoring and summer school weekly attendance.
- Directly supervise 1 full time Student Success Teacher.
- Serve as the Liaison for SBES and Volusia County Public School Private Parentally Placed Private School Students (PPPPSS).
- Serve as the intake coordinator for psycho-educational evaluations and other educational assessments, diagnostics, and reading inventories with the purpose of disseminating the information as part of the PST process.

Minimum Qualifications

Required:

- A lifelong learner and a passion for nurturing a love for learning in children
- Minimum 2-3 years of full-time teaching experience (elementary and/or middle school)
- Bachelor's degree in Education from an accredited university/college.
- Professional Teaching Certificate
- Reading Endorsement
- Strong written and verbal communication skills
- Ability to work well with other individuals and on teams

Preferred:

- Master's degree in Reading
- Gifted and Talented Endorsement
- ESOL Endorsement
- Bilingual: Spanish and English speaking and writing

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