



STUDENT SERVICES

COORDINATOR

JOB POSTING

ROLE: STUDENT SERVICES COORDINATOR

LOCATION: CHARTER INSTITUTE AT ERSKINE

REPORTS TO: CHIEF OF STUDENT SERVICES

SALARY RANGE: \$45,000 - \$60,000

FLSA STATUS: EXEMPT

START DATE: JULY 2022

GENERAL STATEMENT OF JOB

The job of the Student Services Coordinator is to assist with creating and implementing district wide Title III/MLP, MTSS, Section 504, Title IX and Special education systems and strategies with direction from the Chief of Student Services to ensure Institute charter schools are meeting the needs of every student while operating with fidelity to the laws that govern these program areas. Reporting to the Chief of Student Services, he/she will creatively develop and implement strategies that drive the focus of students who fall under the umbrella of special services and their outcomes across the Institute. This position is responsible for the assistance in oversight and support of all special programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with providing trainings for all special programs (SPED, Title III/MLP, MTSS, 504).
- Assists with technical support for Enrich related issues.
- Audits all relevant plans and information collected from the SCDE and through the Institute data collection process.
- Mentors through collaboration and providing guidance to school's special programs.
- Provides coaching supports for identified issues/concerns within the school's as assigned.
- Attends SCDE trainings for all program areas as requested.
- Ensures timely communication and of any legal or critical compliance items to the Chief of Student Services.
- Assists in monitoring the fidelity of implementation of the Institute Policies and Procedures at the school level.



- Attends professional development and Institute-level meetings.
- Assist with submitting state level information and reports as assigned.
- Assists with creating systems that focus on academic achievement and outcomes for special populations.
- Assists with communication protocols for all program areas (newsletters, weekly updates, etc.).
- Performs other duties as assigned to support Chief and Directors of Student Services.

ADDITIONAL ROLE REQUIREMENTS

- Occasional statewide travel will be required for this role, including school site visits, planning meetings, in-person community presentations, local and national conferences, training, etc. Overnight stays may be required.

KEY BEHAVIORAL COMPETENCIES AND QUALIFICATIONS

- Ability to speak and/or signal people to convey or exchange information.
- Ability to present before an audience with poise, voice control and confidence.
- Ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, and to counsel and teach employees.
- Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages.
- Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

BACKGROUND, EXPERIENCE AND EDUCATION

- Valid South Carolina certification in Special Education required.
- Minimum 5 years experience in serving special populations required.
- Knowledge and experience with Enrich preferred.

AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.