

Job Posting Notice

College & Career Coordinator

Accepting applications immediately

Position Type: Leadership
Start Date: June 2024
Salary: Dependent on experience
Reports to: Secondary Principal
Hours: Part-time employee; approximately 25 hours per week

Qualifications:

- Hold a Bachelor's degree
- Hold certification through the Association of Christian School International (ACSI) or have a willingness to work toward certification
- Has a strong testimony of relationship/faith in Jesus Christ
- Agree with Mansfield Christian's statement of faith and core values
- Understand and support the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Seek opportunities to collaborate with co-workers for the benefit of stakeholders

Responsibilities:

- Maintain student graduation requirement records and assist students with graduation requirement planning
- Develop relationships with college reps and schedule visits to MCS
- Develop relationships with local businesses and promote career opportunities
- Coordinate the Christian College Fair
- Utilize tools and resources to guide students in planning for after graduation
- Plan yearly college and career visits for classes
- Oversee MCCAP development, organization, and implementation
- Serve on the Ed Policy Committee, Operations Team, and One Team
- Collaborate with the Secondary Principal on the annual revision of school policies related to academics
- Assist with the development of courses and scheduling
- Assist the Secondary Office Staff with planning school events such as Veteran's Day Assembly, Secondary Christmas Meal, class retreats, awards ceremonies, graduation and other end-of-year events

Please submit letters of interest and resumes electronically to both:

Craig Klotzbach, Secondary Principal, klotzbach.craig@mcsflames.org
Mandy Wushinske, Assistant Superintendent, wushinske.mandy@mcsflames.org
500 Logan Road
Mansfield, OH 44907

Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.