

# Job Posting Notice



## Student Services Coordinator

Accepting resumes immediately

**Supervision:** Reports to the Assistant Superintendent

**Qualifications:**

- Has an educator's license through the State of Ohio, preferred
- In agreement with Mansfield Christian's Statement of Faith
- Support the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Has the ability to conduct meetings with professionalism and efficiency
- Has familiarity with leadership strategies to build and lead an excellent team

**Responsibilities:**

- Coordinate quality academic services for students in grades K 12 including the scheduling of tutoring, intervention, Title I, and other related services.
- Work closely with intervention and Title I staff to provide services that meet students' learning needs.
- Collaborate with school administrators to implement research-based student support services which maximize student achievement and enhance professional development.
- Hire and manage faculty and staff to facilitate student services including intervention specialists, teachers, tutors, paraprofessionals, and aides.
- Understand funding options and resources to maximize the services provided to students.
- Be familiar with special education best practices.
- Be familiar with special education programs and law compliance.
- Develop and implement schoolwide practices and policies that enhance student services.
- Work closely with the school psychologist on student referrals for evaluation.
- Serve as the point of contact for parents desiring additional academic support for their child.

**Terms:**

- 40 Hours per week
- 12 months
- Wages to be determined

Please send letters of interest and resumes electronically to both:

Mandy Wushinske, Assistant Superintendent, [wushinske.mandy@mcsflames.org](mailto: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.*