

Crossroads Charter Schools

Title: Student Relations Coordinator- High School

Direct Supervisor: Principal

Position Summary:

The Student Relations Coordinator provides continuous support to the overall educational environment by utilizing BIST (Building Intervention Support Team) and Love & Logic strategies in order to address student behaviors. The Student Relations Coordinator provides ongoing behavior intervention strategies for all students in all aspects of the educational environment. In addition, the Student Relations Coordinator consults with staff, parents, and community partners to enhance their effectiveness in helping students grow socially, emotionally, personally, and academically.

Position Responsibilities:

- Help create and sustain a positive learning environment for all students.
 - Work one on one or in small groups with students who are experiencing difficulty in managing behaviors.
 - Observe and assist within the classrooms for identified students.
 - Lead celebrations to acknowledge, encourage, and celebrate good behavior
 - Counsel individuals and groups of students through the development of educational, personal, social, and career plans
 - Monitor arrival and dismissal procedures.
 - Assist in creating and implementing behavior plans for identified students.
 - Serve as the point of contact for behavior issues with the school's transportation provider.
 - Provides outlets and avenues for students to communicate with staff, serving as a liaison to empower students, develop leadership skills, and build healthy relationships built on trust.
 - Collect and analyze discipline data, communicate regularly with the staff, administration, and parents and tracks progress toward individual student and school-wide goals.
 - Perform other duties and responsibilities as assigned by the supervisor.
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- 60 college credit hours
- Must hold valid Missouri substitute license
- Five years of relevant professional work experience with children.
- Strong familiarity with education and child welfare policies and best practices and a motivation to continue expanding that knowledge base through self-study and interaction with peers.
- Excellent organizational skills and an ability to coordinate multiple tasks and activities simultaneously.
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules. An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent teamwork skills and an ability to collaborate closely with colleagues and partners to identify challenges and to design and implement solutions.
- Strong computer skills; must be proficient in the use of email, the internet, Microsoft Word, Microsoft Excel, Donor Perfect and Google Apps and be able to apply these skills towards the necessary organization, documentation and communication requirements of this position.
- Excellent work ethic, positive attitude and exceptional people skills

Key Working Relationships in Addition to Supervisor:

Executive Director, Teachers, Staff, Parents, Volunteers, Chief Academic Officer, Teachers