

**Crossroads Charter Schools**  
**Title: Student Relations Coordinator**  
**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.

**Position Responsibilities:**

- Help create and sustain a positive learning environment for all students.
- Work one on one or in small student group with students who are experiencing difficulty in managing behaviors.
- Observe and assist within the classrooms for identified students.
- Lead assemblies to acknowledge, encourage, and celebrate good behavior
- Monitor arrival and dismissal procedures.
- As chair of the Behavior Committee, 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 their 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, Development Director, Office Manager, Parents, Volunteers, Counselors, Behavior Intervention Specialist, Teachers, Board Members.