



White Cloud Public Schools

Building a Tradition of Excellence
www.whitecloud.net

NOTICE OF VACANCY

POSITION: STUDENT SERVICES COORDINATOR

LOCATION: White Cloud Elementary

POSTING DATE: June 15, 2021

DEADLINE: June 30, 2021

DISTRICT DESCRIPTION:

White Cloud Public School's is a Class C school located in White Cloud, Michigan which is about an hour drive north of Grand Rapids, nestled in Northern rural Newaygo County. With much of the community alongside the banks of the White River and the Manistee National Forest, White Cloud is home of many rich scenic views and family activities. White Cloud Public Schools allows staff to grow through mentorships, professional development, and extracurricular activities. White Cloud Public Schools continues its commitment to building positive relationships through initiatives such as "Character Counts" and "White Cloud PRIDE".

QUALIFICATIONS:

Required Education/Certification:

Valid Michigan Teaching Certificate with K-5 All Subjects Endorsement or equivalent certification to teach in grades K-5 and/or School Social Worker Certification.

Preferred Experience:

Technology

Certification in other areas preferred

RESPONSIBILITIES AND DUTIES:

The position's essential responsibilities are Academic Support: Child Study Team Coordinator, Section 504 Coordinator, Support for Failing Students, Attending IEPs as Necessary; State Testing: MSTEP Building Coordinator, Develop Testing Schedule and Small Groups, Maintain Daily Monitoring of Testing Materials, Organize Make-up Testing, Communicate with MSTEP Officials, Organize and Monitor WIDA Testing, Coordinate with Special Education Staff for MI-ACCESS; Student Placement: New Student Benchmark Test (F&P, DIBELS, Sight Words), New Student Review Files for Placement, Organize Teacher Requests, Retention Forms to Teacher and Follow-up Requests, Classroom/Placement Lists, Assist with Kindergarten Round-up; Agency Referrals: Referrals to C4S and CMH, Create Groups for Arbor Circle Prevention Program, Schedule PCA Presentation of "Kids Have Rights, Too", Assist with CPS Referral Process – 3200 Forms; Social/Emotional Intervention: Assist Administrators in Addressing Behavior Concerns, Parent Communication, Follow-up on Counseling Referrals, Home Visits if necessary, Track Eligibility of 31a Students, Assist Administrators and Teachers to Develop Behavior Plans; Social Emotional Learning: Organize, Create, and Deliver Monthly SEL Lessons; Committees/Teams: BSIT, PBIS, Student Leadership, Parent Advisory Committee, Families Together Team, Wraparound Team; Other Duties as Assigned by the Principal: Substitute in Classrooms as Needed, Hallway Lunchroom Student Contact and ensuring that the students have a variety of opportunities to be successful and productive members of the school community.

INTERESTED CANDIDATES: Please forward via email or mail a letter of interest, resume, certifications, and references to the following address: Ed Canning, Superintendent, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349. canninge@whitecloud.net

Equal Opportunity Employer

NONDISCRIMINATION: In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of White Cloud School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be legally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, White Cloud School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Coordinator (CO). Any questions, suggestions or complaints should be directed to Ed Canning, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.