

Pleasant Ridge Waldorf School is seeking to hire a Student Support Coordinator who will oversee the work of the Integrative Student Support Committee (ISSC) in planning, implementing, and documenting interventions within the Four Streams of Student Support (Behavioral Support, Social Inclusion Support, Educational Support including Care/Therapeutic, and Cultural/Diversity Support), working close with the faculty, families, and administration as a liaison to foster positive working relationships between home and school in support of the children.

Primary Responsibilities & Duties:

- Participate as a member of the faculty in professional development, faculty meetings, in-services, and shared duties
- Maintain and strive for an openness to understand and work with the fundamentals of Waldorf education and Rudolf Steiner's indications on child development
- Learn and train in Kim John Payne's Integrative Student Support process
- Assist faculty in learning and implementing the tools and response levels of the Integrative Student Support and locating additional resources, as needed
- Help communicate and familiarize the parents with the Integrative Student Support process
- Chair, plan, and prepare for, and facilitate the ISSC meetings
- Attend sections and subject teachers meetings every 1-2 months to stay informed and updated in all educational areas of the school
- Work with the faculty to identify students in need of extra support and help facilitate referral to the ISSC
- Facilitate support circle meetings and follow up meetings as needed
- Track students and support being received on ISS spreadsheet
- Visit classrooms to observe student behaviors in class and give input to teachers on implementation of interventions at the earlier stages in the Integrative Student Support process
- Provide (or help to provide) classroom academic support to teachers and students
- Support teachers in bringing classroom movement, circle games, and Extra Lesson activities that support social and physical development, as well as classroom learning
- Make recommendations for additional (non-academic) ongoing support for any student or class in need
- Provide individual remedial lessons at school, and meet with the teachers to share "carry over" ideas for the classroom
- Support the first grade readiness process and assessments for potential students that have not been enrolled in the EC program
- Work with the Enrollment Coordinator to review new applicant files that include a documented disability or other factor that may need the consideration of a student support plan and attend new student interviews
- Coordinate the Student Action Committee work with grades 7-8

Qualifications:

- Bachelor's degree or Master's degree or equivalent from accredited college or university (required)
- Waldorf Teacher, Extra Lesson Training, or Waldorf Therapeutic Educator Certification (preferred)
- Familiarity with Waldorf pedagogy and child development
- An understanding and successful experience in the areas of student support of discipline, social skills, diversity, and therapeutic/remedial approaches. Training and/or familiarity and willingness to actively explore and take up Kim John Payne's Integrative Student Support approach preferred
- Successful experience in working with students, parents, teachers, and staff in a school setting
- Excellent interpersonal and communication skills, verbal and written
- Warm and calming presence
- Experience in facilitating meetings, training in facilitation preferred
- Ability to work in a collaborative work environment
- Professionalism in speech, dress, and manner
- Possesses organizational skills, including coordination and follow through
- Ability to uphold confidentiality, maintain strong personal work ethic, and unquestionable personal integrity
- Committed to the vision, mission, core values, and strategic plan of the school

Compensation & Benefits:

- This is a 9.5-month (Mid-August through May) hourly position, with scheduled time off during school breaks and summers; 32 hours (63% FTE) per week during the school year
- Hourly rate begins at \$25 per hour, pending education and experience
- 24/7 Accident Insurance
- 401(k) with 3% matching
- Tuition Remission, equivocal to FTE
- 40.5 hours of Paid Time Off (PTO) per school year
- Free hot lunch provided Monday through Thursday