



## Harbor Springs Public Schools

Excellence in Character  
Excellence in Education

### Internal / External Posting

### Notice of Vacancy

## At-Risk Student Success Coordinator

2022-23 and 2023-24 School Years  
Grant-Funded, Year-Round Position

**JOB SUMMARY** The At-Risk Student Success Coordinator's role is to guide students to academic success, social emotional well-being, and knowledge of culture and language. The Coordinator will consult with students, teachers, and parents to identify needs and implement programs in order to guide students on a path toward success as well as expand knowledge of one's culture and language. The Coordinator will implement academic, behavior, and cultural programming. The Coordinator will also work with other sub-group populations specified by grant requirements such as economically disadvantaged and special education students.

**EDUCATION** Possess a minimum of a Bachelor's Degree in one of the following fields: counseling, education, social work, mental health, or related field and/or experience.

#### QUALIFICATIONS

- Knowledge of Odawa culture and language (preferred)
- Background in working with K-12 students in a school environment
- Ability to work with all age groups of students
- Maintain a high level of professional behavior and attitude
- Willingness to adapt to a flexible schedule which allows for before/after school, weekend, evening, and summer programming
- Proven leadership, organization and planning skills

#### DUTIES

- Support student achievement directly working with students and by acting as liaison to school staff including counselors, administrators and teachers
- Work to develop programs and support services to reduce absenteeism and academic recovery
- Ability to plan social-emotional programs and practices, and participate in school support activities
- Provide professional development to staff regarding Native American culture
- Establish community connections to access local resources for students and families
- Coordinate and attend programming including enrichment and cultural activities and events

**DUTIES cont'd**

- Comply with grant requirements including record-keeping and report
- Help coordinate and support students through working with school child-study support teams
- Work with teachers and students to resolve barriers to student learning
- Work with students on an individual basis to solve personal problems related to home, family, friends, and emotional/social health related matters
- Collaborate with administration and faculty on matters relating to individual student discipline
- Collaborate with outside organizations including the LTBB

**STARTING DATE** As soon as possible (July 1- June 30 contract year)

**RATE OF PAY** \$47,964 - \$53,114 depending on qualifications and experience; comprehensive benefits package includes full family health, dental, vision, life and long-term disability insurance; paid time off including sick leave, personal days, vacation and paid holidays

**CONTACT** Please send/email letter of interest, transcripts and résumé to:  
Brad Plackemeier, Superintendent  
Harbor Spring Public Schools  
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Harbor Springs, MI 49740  
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**APPLICATION DEADLINE** March 10, 2023