



# The DENVER WALDORF School

## **Student Support Coordinator**

The Denver Waldorf School (DWS) seeks a qualified candidate to join our staff as full time Student Support Coordinator (SCC). The SSC serves in a coordination role to provide multiple types of student support to address the learning needs and social needs of students attending The Denver Waldorf School. The SSC executes all aspects of DWS's academic support program and works with faculty to integrate this program into the classroom.

### **Education and Experience:**

- Bachelor's degree from four-year college or university required
- Experience in academic support
- Experience in working with faculty and administrative teams
- Experience working with and connecting with adolescents
- Experience in project management and planning
  - Proficiency in Google Docs, Sheets, Microsoft Office (Word, Excel)
  - Proficiency in Student Database Systems

### **Essential Functions:**

The essential responsibilities of this position include, but are not limited to, the following:

- Educational Support for K-12<sup>th</sup> grade
  - Work collaboratively with teachers to develop, implement, coordinate and document individual support in and out of the classroom (504 plans and intervention plans)
  - Coordinate psychoeducational assessments for students who need it
  - Assist high school students with applying for standardized test accommodations
  - Coordinate and attend parent meetings regarding 504's, assessments, accommodations and interventions
  - Coordinate tutoring and interventions for all students as needed
  - Proctor exams and assessments as needed
  - Coordinate high school student schedules
  - Work with 1-8 teachers to integrate interventions into student schedules as needed
  - Conduct high school student support classes
  - Provide new high school student in-take
  - High school academic standards
    - Review and approve independent study
    - Credit tracking – independent study, credit/no credit grading
    - Review and approve incomplete extensions
    - Review grade reports for messaging and accuracy
  - Coordinate high school student exchange program
  - International student enrollment and support (SEVIS/UCIS, I-20's, Visas)
  - Coordinate ELL program

- Develop organized apprenticeship opportunities and partnerships with outside agencies
- Chaperone as faculty on at least 1 overnight High School Field Trip
- General
  - Attend all faculty meetings
  - Participate in all-school events, including the Fall Assembly, Spring Assembly, Mayfest, Holiday Fair, Fall Festival, etc.
  - Attend in-service days for professional development and essential safety and medical trainings
  - Report to College or Board as necessary

**Competency:**

- Adaptability – Able to deal with frequent change and unexpected events; able to think ahead, self-manage, and demonstrate flexibility
- Confidentiality – Maintains confidential and sensitive information
- Communication - Demonstrates excellent written and verbal communication skills; responds to communication appropriately and in a timely manner
- Design – Generates creative solutions and/or plans; demonstrates attention to detail and excellent organizational skills with an ability to think systematically
- Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values
- Initiative – Takes action with limited guidance or information
- Problem Solving – Identifies and resolves problems in a timely manner; develops alternative solutions; able to work as part of a team in a consensus decision-making model
- Professionalism – Reacts well under pressure; treats others with respect and consideration
- Pedagogy - Understands and demonstrates Waldorf philosophy and practices
- Enthusiasm – Demonstrates excitement and interest for their work with adolescents and the school’s mission and goals

The Denver Waldorf School is an urban Waldorf school in the heart of Denver near the Rocky Mountains. Founded in 1974, the school enrolls approximately 360 students in pre-K through Grade 12. The school is an accredited member of the Association of Waldorf Schools of North America (AWSNA) and the Association of Colorado Independent Schools (ACIS). The school’s mission is to awaken and inspire students’ critical thinking, emotional intelligence and artistic expression, preparing them to bring relevant contributions to the world. We are committed to recognizing and developing the whole human being in an inclusive and engaging environment.

**To Apply**

Please send a letter of interest, resume and three references to:

**DWS Hiring Committee**

The Denver Waldorf School

2100 S. Pennsylvania St.

Denver, CO 80210

or

email [careers@denverwaldorf.org](mailto:careers@denverwaldorf.org)