



Vacancy Posting Notice

Job Title: Student Services Coordinator (1.0 FTE) **Program Name:** JEDI Virtual School

Location: CESA 2 Whitewater

Reports to: Dr. Leslie Steinhaus, Director

Or CESA 2 area

Start Date: August 1, 2017

Full-time (school-year) +++Full-time (year-round)

_____ % or Total FTE _____ % or Total FTE

Position Classification

Please check one: +++ Agency Program Project Support

Starting Wage: Varies depending on experience.

Brief Job Description (please attach complete job description):

The JEDI Student Services Coordinator will assist districts, students and parents to provide the virtual educational programming. The coordinator reports to the Director.

1. Assist districts and parents in enrollment of fulltime students in the virtual charter school, for the full calendar year.
2. Attend meetings with potential students to provide them with information about the program.
3. Field phone calls and emails with prospective parents and students to answer questions and provide information about the program.
4. Cooperatively develop a personal education plan for each student and register student in appropriately sequenced courses matched to student ability and goals.
5. Conduct student orientation meetings.
6. Enroll students in all courses and communicates with district guidance counselor to assure courses are meeting school guidelines or graduation requirements.
7. Remove students from all courses and communicates final grades to the student, parent, and district for records.
8. Monitor and communicate student progress.
9. Maintain student records.
10. Demonstrate a high degree of respect for students, parents, and school officials.
11. Recruit, train, and supervise payment for learning coaches
12. Communicate course design issues or malfunctions to director.

13. Communicate teacher issues/feedback to the director.
14. Assist with scheduled progress reports and formal grade reporting.
15. Maintain positive relationships to enhance the service to member districts.
16. Provide input to and attend JEDI Consortium Meetings, Leadership Council, and Office Meetings as scheduled.
17. Assist in JEDI Brokered course registration and selection.
18. Participate in team goal development and budgeting process.
19. Mediate the relationship/communication between the district and the student.

Qualifications:

1. Teacher certification as required by the State of Wisconsin in the field of education.
2. Other professional and personal qualifications as deemed necessary for acceptable fulfillment of assigned responsibilities.

Education/Experience:

1. Bachelor's Degree or Higher from an accredited college or university. **Masters Degree preferred.**
2. Five or more years as classroom teacher preferred
3. Online teaching experience preferred
4. Experience in customer service a plus
5. Teacher training experience a plus

Other: Some Travel Required

Skills Required: High-level customer service orientation. Ability to communicate online, comfortable with technology and learning management systems, working with variety of student academic abilities, ability to engage students and parents, flexible and willingness to reach out and respond to students in a timely manner. Ability to use Google Suite, IMS/SMS platforms a plus

How to apply: Send Resume to: Leslie Steinhaus—lmsjedi@cesa2.org

Application Deadline: July 10, 2017 or until filled

Advertised in: JEDI Website, All staff communication

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