

Student Services Coordinator

Accepting resumes immediately

Start Date: June 2026
Salary: Dependent on experience and level of education
Reports to: Assistant Superintendent
Hours: Full Time, 12 months

Qualifications:

- Has educator licensure through the Department of Education & Workforce and a current BCI/FBI background check
- Has a Bachelor's degree and related experience preferred
- Has the Association of Christian School International (ACSI) certification or a commitment to work toward certification
- Has a strong testimony of faith in Jesus Christ
- Agree with and support Mansfield Christian's Statement of Faith and core values
- Understand and support the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Has the ability to conduct meetings with professionalism and efficiency
- Has familiarity with leadership strategies to build and lead an excellent team

Responsibilities:

- Coordinate quality academic services for students in grades K-12, including the scheduling of tutoring, intervention services, Title I, and other related services.
- Work closely with intervention and Title I staff to provide services that meet students' learning needs.
- Collaborate with school administrators to implement research-based student support services that maximize student achievement.
- Hire and manage faculty and staff to facilitate student services, including intervention specialists, teachers, tutors, paraprofessionals, and aides.
- Understand funding options and resources (specific to Chartered Nonpublic Schools) to maximize the services provided to students.
- Be familiar with special education best practices and compliance with laws.
- Develop and implement schoolwide practices and policies that enhance student services.
- Work closely with the school psychologist on student referrals for evaluation.
- Serve as the point of contact for parents desiring additional academic support for their child.

Please submit letters of interest and resumes electronically to:

Mandy Wushinske, Assistant Superintendent
wushinske.mandy@mcsflames.org

Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.