

JOB PROFILE

POSITION: Student Support Services Coordinator

JOB LOCATION: Beijing

REPORTS TO: Director of Teaching, Learning, and Innovation

Qualifications:

Required:

- Master's degree in Education or closely related field
- Valid teaching certificate
- Demonstrated ability to prioritize student achievement while creating a nurturing and encouraging school environment
- Ability to lead staff, manage budgets, and adhere to tight deadlines
- Fluent English communicator (written and oral)
- Strong background in English language acquisition and/or special education services
- Experience supporting enrichment and counseling programs

Responsibilities:

Leadership and Supervision:

- Develop in consultation with the Director of Teaching, Learning and Innovation a system-wide development, implementation, and evaluation of Student Support Program, including learning support and extension, language support, and counseling services.
- Work with Secondary School Enrichment Specialist to facilitate a supportive environment for academic success and personal enrichment through proactive and individualized services available to students.
- Assist in the development of the annual Student Services budget
- Coordinate with outside providers as needed for areas related to student services

Policy Development and Implementation:

- Support the development, communication, and review of policies related to student services
- Ensure that all student services policies and practices align with the organization's mission, vision, and values
- Ensure that all student services policies adhere to legal standards, accreditation requirements, research-based best practices, and a clear commitment to the Daystar philosophy that all students should be appropriately supported and challenged
- Collaborate with the department supervisor to conduct data-driven evaluations of student services
- Collaborate with campus principals to ensure that all aspects of Daystar's student services policies and practices are implemented with fidelity

Research and Development:

- Support campus principals in the professional development of campus staff and the school community in areas related to student services
- Collaborate with the department supervisor to cultivate partnerships with educational organizations and universities that will promote pathways for student success throughout high school and beyond
- Demonstrate a commitment to ongoing professional growth by engaging in position-related professional development