



Student Services Coordinator
Full Time
Salary Range \$63,000 - \$93,000 annually

Position Summary

Flagstaff Academy seeks a Student Services Coordinator for the 2026-27 school year. The Student Services Coordinator will provide leadership in the ongoing planning, implementation, and evaluation of Flagstaff Academy's student support services. The Student Services Coordinator provides strategic leadership for the Student Services department in the specialty areas of Special Education, MTSS, Academic and Behavioral intervention, Gifted & Talented, and English Language Development. The Student Services Coordinator works collaboratively with the Academic Leadership Team to provide a unified educational program across all grades. The Student Services Coordinator participates as a member of the Leadership team.

We are seeking a Student Services Coordinator who:

- Possesses excellent people skills, presents a positive image of the school and will listen to input and make a decision when necessary
- Inspires trust, has high levels of self-confidence and optimism, and models high standards of integrity and personal performance
- Is a strong communicator; speaking, listening and writing
- Collaborates in the MTSS process for all grade levels
- Participates in the supervision process of academic and behavioral interventionists, including special education and exceptional student services.

Overview of Position

RESPONSIBILITIES include the following. Other duties may be assigned.

1. Leadership
 - a. Execute the Unified Improvement Plan (UIP) with the Academic Leadership Team by focusing on student success and academic excellence.
 - b. Cultivate opportunities to showcase Flagstaff Academy by attending and presenting to local, state, regional, and national professional educational organizations.
 - c. Establish Flagstaff as an academic leader by staying current with academic developments and trends.
 - d. Represent Flagstaff Academy in a positive light in the community, student recruiting, and marketing.
 - e. Lead special education team scheduling and compliance, including meetings and general education classroom coverage.

2. Relationship Building

- a. Unify multiple departments, Special Education, MTSS, Intervention, social-emotional health, general education, and at-risk student programs of Flagstaff Academy to achieve high quality student services for all students.
- b. Represent school by planning or attending outside activities such as district meetings, student recruitment events and community functions.
- c. Lead staff through data disaggregation processes in conjunction with other academic leaders.
- d. Lead and administer the MTSS process, including Tier 2 and Tier 3 support.
- e. Support parents and relationships between families and the school.

3. Management

- a. Supervise, coach, and develop teachers, interventionists, and paraprofessionals to achieve a unified team approach to student support.
- b. Attend and support school faculty meetings and professional development efforts.
- c. Provide administrative support to teachers who request it for parent conferences or communication.
- d. Comply with all social services regulations, including mandatory reporting of allegations of abuse.
- e. Assist with all safety and emergency drills and operations.
- f. Support the Business Office in the maintenance and organization of teacher credentials and time cards.
- g. Assist in the development and management of the annual operating budget.
- h. Assessment Coordination - Schedule, train, and oversee student data collection and management including ACCESS and gifted and talented testing.
- i. Assist in the management of student data including district systems, internal documents, Infinite Campus, and applicable data warehouses.

4. Academic Leadership

- a. Analyze multiple forms of student data and make appropriate recommendations for instructional enhancements and professional development.
- b. Participate in the supervision and evaluation process for department faculty members, including screening, selecting, assigning, supervising, and evaluating performance.
- c. Plan and lead professional development and professional learning communities in conjunction with the principals.
- d. Facilitate regular data meetings with teachers to discuss student performance and foster an environment of continuous improvement.
- e. Confer with teachers regarding instructional practices, techniques, coaching, including the development and administration of improvement plans as needed.
- f. Ensure Special Education, Gifted and Talented, MTSS, English Language Development and 504 programs meet federal and state regulations.

5. Behavior and Culture
 - a. Support the implementation of the CHAMPS classroom management program, PBIS, 7 Mindsets SEL Curriculum, and discipline model in the school.
 - b. Maintain effective and timely communication with parents, teachers, staff, and students regarding questions and issues regarding behavior.
 - c. Promote a kind and restorative culture among the faculty, staff, students and families.

Job Skills and Qualifications:

1. Strong understanding of the Multi-Tiered Systems of Support and Special Education
2. Understanding of research proven instructional strategies and coaching model.
3. Ability to interpret and communicate student data, including iReady, and Colorado Growth and Achievement models (CMAS).
4. Comprehensive knowledge of and experience with the implementation of behavioral interventions, FBAs, and behavior plans.
5. Entrepreneurial spirit and the capability to embrace change.
6. Strong systems orientation, teamwork, and commitment to follow-through.

Minimum Required Qualifications

- Master's degree in Education, Special Education, Mental Health, or related field
- Licensed in special education in the state of Colorado
- At least 5 years of professional experience, with at least 2 years experience as a school leader with a proven track-record of success
- Strong understanding and experience with special education, MTSS, and social-emotional learning
- Demonstrated experience in effectively solving challenging problems through a positive, collaborative approach
- Demonstrated experience in professional staff development resulting in improved student outcomes

Preferred Qualifications

- Master's Degree or higher in Educational Leadership, Special Education, Mental Health or related disciplines
- Licensed as a principal or special education director in the state of Colorado
- Demonstrated success leading strategic educational initiatives that result in measurable improvements in student achievement
- Detailed knowledge of special education, MTSS, and Google Apps for Education
- Experience and knowledge of budget preparation and management in alignment with strategic priorities
- Professional experience in counseling or special education, gifted and talented, culturally and linguistically diverse education (CLD) or demonstrated educational experience in integrating varied student services.

About Flagstaff Academy Charter School

Located in Longmont, Flagstaff Academy is a tuition-free public charter school serving grades kindergarten through eighth. Our school also offers a tuition-based full- and part-time preschool program for three and four year olds.

Since its founding in 2005, Flagstaff Academy has grown into Longmont's premier science and technology school. As a public charter school, Flagstaff Academy is operated by a board of directors made up of parents and community members. Our school serves approximately 800 students and is part of the St. Vrain Valley School District.

Mission

The Mission of Flagstaff Academy is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

Guiding Principles

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential
- Provide opportunities for scientific and technological exploration
- Pursue excellence in every student and employee
- Promote, value, and recognize academic achievement and creativity
- Welcome an academically diverse student population
- Respect the individual, classroom, school, community, and world

Salary Range

Salary for our staff is competitive and based on years of experience and level of education.

Flagstaff Academy Offers an Extensive Benefit Package:

- **Medical & Rx** - Employees can choose between two UMR healthcare plans, a PPO or a HDHP, with prescription coverage through OptumRx
- **KerixHealth** - At no cost to employees, Flagstaff Academy provides access for employees and dependents who are enrolled in one of our UMR healthcare plans to KerixHealth, a Direct Primary Care healthcare provider
- **Teledoc** - At no cost to employees, Flagstaff Academy provides access to a telehealth program that offers medical and select behavioral health visits via video or telephone.
- **Dental** - Dental insurance is provided through Delta Dental of Colorado with Flagstaff Academy paying the full cost for the employee's coverage
- **Vision** - A voluntary vision insurance plan is available through VSP
- **Flexible Spending Accounts** - A medical FSA is available for those covered under the UMR PPO plan, allowing employees to use pre-tax dollars to pay for unreimbursed healthcare costs. A dependent care FSA is available for employees to pay for qualifying dependent care expenses with pre-tax dollars

- **Health Savings Account** - A HSA partners with coverage under the UMR HDHP plan, allowing employees to contribute funds on a pre-tax basis to use or save for eligible healthcare expenses now and in the future. Each plan year, Flagstaff Academy contributes \$720.00 to the HSA for employee only coverage or \$1,200.00 for employee + dependent(s) coverage
- **PERA Retirement** - In lieu of Social Security, public employees in the state of Colorado contribute to a tax-deferred retirement account that is administered by Colorado PERA. Employees contribute 11% of monthly earnings while Flagstaff Academy contributes 21.4% to the PERA pension trust fund on the employee's behalf
- **Life/AD&D insurance** - Flagstaff Academy provides a Life/AD&D insurance policy with a \$40,000 benefit for each eligible employee
- **Short Term Disability** - Flagstaff Academy provides a Short Term Disability policy for each eligible employee
- **Paid Time Off** - Employees are granted PTO based on years of service and number of contract days. Part-time employees are granted PTO prorated at the percentage of a 40-hour week
- **Free Childcare** - Staff can access childcare before/after school, as well as during all professional development days, through our Dragon Flight program
- **Employee Appreciation** - Flagstaff Academy offers an unmatched employee appreciation program throughout the school year

Additional Voluntary Benefit Options:

- **Voluntary Retirement Options** - Employees may choose to contribute additional funds through payroll deductions to either a 401(k) or 457(b) plan offered through PERA Plus
- **Life/AD&D Insurance** - Additional term life insurance is available at a group rate for coverage of employee, employee's spouse, and employee's child(ren)
- **Long Term Disability** - Long term disability insurance is available at a group rate
- **Aflac** - Aflac Accident and Aflac Critical Illness plans are available at a group rate
- **Norton LifeLock** - Two plans for identity theft protection are available at a group rate

To apply, send a letter of interest, a current resume, and three letters of recommendation/reference to employment@flagstaffacademy.org, or by mail to Employment, Flagstaff Academy, 2040 Miller Drive, Longmont, CO 80501.

Flagstaff Academy is an equal opportunity employer.

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Flagstaff Academy reserves the right to modify any descriptions contained herein provided such changes are publicly posted and disclosed to all applicants.