



STUDENT SUPPORTS COORDINATOR

OUR MISSION

Through academic rigor, character development, and a structured learning environment, Soleil Academy Charter School ensures that every transitional kindergarten through 5th grade scholar has the foundation necessary for college success and a future bright with opportunity.

THE POSITION

The Student Supports Coordinator will act as Soleil Academy's most critical lever in ensuring student achievement and forging a successful academic program.

THE RESPONSIBILITIES

To students:

- Create and maintain a rigorous, safe, joyful, structured, and engaging school and classroom environment that grows as a community of individuals working together to learn.
- Oversee the development and administration of a variety of formal and informal assessments to measure student growth and mastery and to improve instruction
- Implement, monitor, and sustain school-wide data
- Oversee the planning and implementation of intervention strategies for English Learners and at-risk scholars
- Provide supervision before school, during student lunch, and after school as assigned in order to maintain student safety
- Create and oversee interventions for EL scholars
- Coordinate and track the administration of the ELPAC
- When necessary, provide EL interventions to scholars

To staff:

- Work alongside the Principal to oversee the day-to-day management of the school's EL program, including instructional and academic strategic planning and curriculum development
- Lead and plan professional development, including direct coaching for the EL program
- Create weekly reports of EL data alongside the Executive Director and Principal, as well as professional growth of instructional staff

To school:

- Track and report EL data during step back meetings
- Track and report all subgroups during Data Dives and for board meetings



- Oversee the creation of our annual EL Master Plan
 - Oversee ELAC meetings, planning, and execution
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THE QUALIFICATIONS

Required:

- Commitment to the Soleil Academy mission and vision
 - Record of high student and professional achievement with quantifiable success
 - Experience managing school operations
 - Strong communication skills (oral and written)
 - Strong classroom management and organizational skills
 - Strong academic data organization and analysis skills
 - Willingness to engage in frequent dialogue and to be self-reflective
 - Desire to collaborate and work as a team
 - Bachelor's degree
 - English Learner Authorization
 - TB clearance
 - Background check clearance
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THE APPLICATION

- For further information contact Carolyn Fernandez, Principal, by email at cfernandez@soleilacademy.org or phone at (323) 409-0801. To apply, click here <http://www.soleilacademy.org/join-our-team.html>.
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Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.
