



Administration Office
242 52nd Street SE Grand Rapids, MI 49548
(616) 538-7460 Phone (616) 532-1597 Fax

Kelloggsville High School 4787 S. Division Ave SW (616) 532-1570
54th Street Academy 173 54th Street SW (616) 531-7433
Kelloggsville Middle School 4650 S. Division Ave SE (616) 532-1575
Southeast Kelloggsville Elementary 240 52nd Street SE (616) 532-1590
Central Kelloggsville Elementary 4625 Jefferson Ave SE (616) 532-1580
West Kelloggsville Elementary 4555 Magnolia Ave SW (616) 532-1595
Kelloggsville Virtual School 242 52nd Street SE (616)-532-8449
Kelloggsville Early Childhood Learning Center
977 44th Street SW (616) 532-1585

Student Service Coordinator #1 - Kelloggsville Public Schools

Southeast Kelloggsville Elementary

2024-2025 School Year

200 Calendar Days (Monday-Friday)

8 Hours Day/40 Hours Week

Education/Qualifications:

- Must possess a high school diploma or its equivalent
- 60 credit hours in an accredited university of college or an Associates Degree preferred
- Experience working with students preferred
- Bilingual skills helpful

Training/Experience/Responsibilities:

- Ability to manage student behavior issues while maintaining a safe and secure learning environment.
- High level of communication skills and ability to reinforce behavior expectations with students.
- Outstanding organizational, communication, and interpersonal skills with attention to detail.
- Ability to build relationships with students to enhance the school and classroom atmosphere.
- Implements rules of student conduct and specific program expectations.
- Assists students with problem solving when adjustment and academic needs arise.
- Assists with providing feedback and monitors the classroom when students are working.
- Demonstrated excellent attendance and punctuality.
- All other duties as assigned by the classroom teachers and administrator.
- Ability to relate and work effectively with parents, staff, students, and the public in a multicultural and multiracial community.
- Knowledge and awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

- Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.
- Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

Compensation/Working Conditions:

- Per Auxiliary Services Group Agreement
- Salary Position - Wage Range: \$32,000 - \$35,750
- Benefits Per Specification

Application Process:

Please apply online through AppliTrack

<https://www.applitrack.com/kent/onlineapp>

We are committed to hiring talented employees to enhance the district's stance and focus on equity and inclusion for all students, employees, parents, and community members of Kelloggsville.

Kelloggsville Public Schools does not discriminate on the basis of race, color, national origin, religion, age, sex (including sexual orientation or transgender identity), disability, marital status, military status, genetic information, or any other legally prohibited basis in its employment decisions or the provision of services.