UPDATED INTERNAL/EXTERNAL JOB POSTING

Coleman Community Schools
4823 N. Coleman Schools Rd., Coleman, MI 48618
Position: S.T.A.R. Service Learning Advisor
Beginning with the 2025-2026 School Year

Date: May 13, 2025
Reports To: Jr./Sr. High Principal
Closing Date: Until Filled

REQUIREMENTS:

- Regular and timely attendance
- Meet regularly with students
- Provide updates throughout the season to the school office for posting in the announcements and on social media; required following events
- Organize volunteer activities for students including sign-up, date/time, transportation (bus) paperwork, collect and maintain parent permission forms, teacher signature for classes missed
- Attend and supervise all activities and events including but not limited to: Senior Center holiday lunches, game day, car wash; Lions Club Charter Night and road clean up twice annually; raking yards; Special Olympics; Halloween Party; Coleman Walk-Through Town face painting
- Recognize student events through social media under "Coleman STAR Leos"
- Able to communicate clearly and concisely orally and in writing
- Ability to develop effective working relationships with students, staff and the school community
- Must be eligible to work in the United States

PREFERRED:

- Previous advisor experience
- Previous experience in advising/working with Jr./Sr. High School students
- Willing to aid in fundraising activities

TERMS AND CONDITIONS OF EMPLOYMENT: Compensation, length of the work day and number of work days is based on the CEA collective bargaining agreement with start date to be for the 2025-2026 school year.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* While performing the duties of this job, the employee will be frequently moving around. The person in this position constantly communicates and ensures safety with students, parents, colleagues and administration and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.* The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, parents, staff and with the public. This employee is directly responsible for the safety and well-being of students. The employee is also responsible for working with administration professionally and keeping them informed.

EVALUATION: Performance of this job will be evaluated by the Principal.

APPLICATION PROCEDURE: Apply internally through letter or e-mail. Apply externally by mailing or e-mailing the following: Cover letter, resume with references, and any additional information to: **Coleman Community Schools, Kerry Berthume, 4823 N. Coleman Schools Drive, Coleman, MI, 48618,** kberthume@colemanschools.net

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Coleman Community Schools is an Equal Opportunity Employer.

This position will be posted for five (5) days internally, beginning May 13, 2025 and ending May 19, 2025. If not filled internally, external candidates will be reviewed until filled.

Jennifer M McCormack

Jennifer McCormack, Superintendent
Coleman Community Schools
Jobpostingstaradvisor5.13.2025

COLEMAN COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

For Administration use only - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Payroll Specialist:	Board of Education Assistant: