



**Date Posted:** October 22, 2018

**Title of OPEN Position:** Coordinator of Academic Services

**Type of Employment:** Full Time/Salaried

**Salary:** Commensurate upon experience/education

**Employer Name:** Stella Niagara Education Park

**Employer Contact Name and Title:** Sister Margaret Sullivan, Principal

**Employer Website:** [www.stella-niagara.com](http://www.stella-niagara.com)

**Job Description:** Organize and facilitate programs to meet student needs in consultation with teachers and the principal.

**Degree Requirements:** BS or MS in School Counseling

**Qualifications/Skills:** Ability to work with individuals and groups of students. Can teach Character Education to students K-6. Work with teachers on behavior or academic improvement plans. Communicate with parents.

**Experience Required:** A minimum of 2 years

**EOE**

**How to Apply:** Cover letter and resume required by mail or email

**By MAIL:** Sister Margaret Sullivan

4421 Lower River Rd.

Stella Niagara, NY 14144

**E-Mail:** [srmargaret@stella-niagara.com](mailto:srmargaret@stella-niagara.com)

**Fax Number:** 716-754-2964

Please include: Résumé, Cover Letter NO LATER THAN November 7, 2018