



**Job Title:** Student Success Coordinator

**Location:** Pinnacle Chartered Public School, 6 Bridge Street, Colebrook, NH

**Department:** Education

**Classification:** Faculty Support

**Reports To:** Executive Director

**Employment Status:** Regular Full Time

Join us at the forefront of educational innovation as a Student Success Coordinator of our groundbreaking charter high school in Northern New Hampshire. We are seeking a supportive coordinator who is passionate about fostering a vibrant culture of curiosity and a love of learning. The ideal candidate will have a proven track record in guidance counseling, special education or learning and development and will thrive in a dynamic, fast-paced start-up environment. If you are eager to shape the future of education and inspire students and to reach their fullest potential, we invite you to bring your expertise and energy to our team.

**Position Overview:** The Student Success Coordinator at Pinnacle Charter School plays a critical role in supporting the academic, social, emotional, and career development of students. The Coordinator will work closely with students, parents, and staff to create Individual Learning Plans and create a supportive environment that fosters personal and educational growth, helping students reach their full potential. The Coordinator will also be the liaison with the local SAU and teachers to ensure all Special Education requirements are met.

**Key Responsibilities:**

- Work with teachers, students and parents to complete individual learning plans and coach teachers on results
- Create an ongoing process to report on updates to ILPs so that it's a living document and process
- Act as a liaison between parents, students, teachers and the local SAU to ensure all Special Education requirements are met on an ongoing basis
- Work with parents and teachers when AI chat bot flags to update learning plans proactively.
- Provide individual and group counseling to students to address academic, social, emotional, and career-related needs.
- Create special education remediation plans for Flex Fridays
- Assist students in setting academic goals, developing individualized learning plans, and exploring post-secondary options.



- Conduct assessments and utilize data to support student achievement and identify areas where additional support is needed.
- Facilitate conflict resolution, mediation, and problem-solving among students.
- Coordinate with teachers and administrative staff to identify and address student concerns promptly and effectively.
- Serve as a liaison between the school, families, and community resources to support student well-being.
- Organize and facilitate student workshops, parent informational sessions, and staff training related to counseling and student development topics.
- Assist in the planning and implementation of school-wide initiatives and programs to promote a positive and inclusive school culture.
- Maintain detailed and confidential records of counseling sessions and interventions.
- Comply with all state and federal regulations concerning student confidentiality and Welfare.

**Qualifications:**

- Bachelor's degree in School Counseling, Guidance Counseling, or a related field required. Master's degree preferred.
- Certification or licensure as a school counselor is preferred.
- Previous counseling experience in an educational setting.
- Excellent interpersonal and communication skills, with an ability to relate effectively to students, families, and staff.
- Strong organizational, problem-solving, and decision-making abilities.
- Commitment to the mission and philosophy of Pinnacle Charter School.
- Experience managing special education requirements and coordinating special education plans

**Requirements:**

- Successful completion of a comprehensive background check is required prior to employment.

**Compensation:** Competitive salary commensurate with education and experience, including comprehensive benefits.

**Working Conditions**

- Fully on-site position located in Colebrook, New Hampshire
- Our school has Flex Fridays, so teachers will work Monday through Thursday and some Fridays for remediation and special programs as needed.



- Travel requirements are less than 10% for meetings and field trips as needed.

### **Why Join Pinnacle?**

Nestled in the stunning beauty of New Hampshire's Great North Woods, we are proud to be the northernmost chartered public school in the state—and one of its most innovative. Our unique location offers the perfect balance of forward-thinking education and the unparalleled outdoor experiences of our region. Committed to ensuring every student is prepared to compete for college opportunities regardless of their economic or social background, we foster a culture where a love for learning drives curiosity, growth, and success. At our school, you won't just make a professional impact—you'll be embraced by a supportive community and have endless opportunities to learn, explore, and thrive in the mountains of New Hampshire. Join us, and experience the strong sense of purpose and belonging that makes our school truly special.