

CENTREVILLE PUBLIC SCHOOLS  
190 HOGAN ST., PO BOX 158  
CENTREVILLE, MI 49032

November 2025

**NOTICE OF VACANCY**

**POSITION:** Jr/Sr High School Student Success Coordinator

**REPORTS TO:** Jr/Sr High School Principal

**STARTING DATE:** Immediately

**POSITION SUMMARY:** The Student Success Coordinator serves as a member of the 7-12 jr/sr high school faculty by assisting with and providing student support and interventions that contribute to student success and an overall positive school climate. This position follows the student day/year schedule.

**NECESSARY QUALIFICATIONS:**

- Strong work ethic with exceptional work habits and attendance.
- Ability to build and foster positive relationships with students.
- Excellent verbal and written communication skills.
- Ability to work independently and collaboratively with others.
- Willingness to take part in professional development around the position.
- A passion for kids.
- Minimum of a high school diploma or equivalent.

**RESPONSIBILITIES:**

- Schedule and oversee a student testing area.
- Collaborate with the Dean of Students to supervise and monitor students, collect/enter data into the district student information system, and assist with school-wide student support systems.
- Communicate and collaborate with staff and students, contributing to a positive school climate and optimal learning environment for all stakeholders.
- Assist with new student orientation.
- Perform other duties as assigned.

**SALARY:** Compensation and benefits based on experience and qualifications. This position is currently for the 2025-26 school year only.

**APPLICATION DEADLINE:** Until filled.

**APPLICATION:** Applications are being accepted through TalentEd only at <https://cpschools.tedk12.com/hire/>. In addition to the online application, please include a letter of interest, resume, copies of university transcripts, and relevant certifications (if applicable). Email questions to Jane Rumsey, HR/Ex. Assistant at [jrumsey@cpschools.org](mailto:jrumsey@cpschools.org).