

Knappa School District

41535 Old Hwy 30

Astoria, Or. 97103

503-458-5993

William Fritz, Superintendent

June 18, 2025

The Knappa School District is seeking to fill **ONE** 7-hour Student Success Coordinator at Knappa High.

Title: Student Success Coordinator 7 hours per day

Qualifications: High School Diploma or equivalent, ability to pass competency test OR Two-year college degree, preferred.

Supervises: Students

Reports To: Principal and Director of Special Services

Job Goal: Position monitors 8th, 9th and ALT-Ed students regarding academic credit acquisition, grade or program requirements completion, and overall general academic progress. This position is part of the 9th grade success team and will pull needed data.

Responsibilities:

1. Maintains accurate student records ensuring transcripts, grades, etc. are updated and updates student databases as required. Runs all grade reports.
2. Prepares a variety of reports for staff including student progress, discipline data, virtual academy data
3. Maintains filing, temporary storage and permanent retention of student records pursuant to federal and state laws and requirements and district policies and procedures.
4. Maintains and secures confidential records and inquiries pursuant to federal and state laws and requirements and district policies and procedures.
5. Helps supervise/ monitor online and alternative education students. May assist with general coursework questions.
6. Alerts counselor(s) when a student encounters general grade or class credit issues or has insufficient academic credits to advance to the next grade level.
7. Has consistent, daily and punctual attendance.

Applicants: Please submit an application to the Knappa School District. For further information, contact Jennifer Morgan at the District Office 458-5993 ext. 302, Monday through Friday 8:30 a.m. to 4:00 p.m.

*It is the **policy** of Knappa School District to ensure equal employment opportunity without **discrimination** or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*

Applications are being accepted until position is filled