



Gibault Catholic High School, located in Waterloo, IL, was founded in 1966 and has a rich history of educational innovation while offering a college-prep experience in a faith-filled environment. The mission of Gibault Catholic High School is to provide a Catholic educational community that celebrates the dignity and uniqueness of every person, cultivates lifelong learning and the pursuit of excellence, fosters faith, inspires commitment to justice and service, and works to develop a life-affirming relationship to the world.

We are excited to introduce a new phase as we embark on a journey of transformation and growth. We are thrilled to introduce our revamped office staff with the positions listed below. Our commitment to excellence in education remains unwavering and this restructuring of our staff positions reflects our dedication to providing a faith-filled, student centered learning environment.

Since the roles now look different, all office positions are being posted as follows:

- Principal
- Faith Formation Coordinator
- Educational Success Coordinator
- Admissions and Advancement Coordinator
- School Administrative Assistant
- Business Manager
- Part time Athletic Director



GIBAULT CATHOLIC HIGH SCHOOL

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**POSITION AVAILABLE:
EDUCATIONAL SUCCESS COORDINATOR**

Gibault Catholic High School is seeking a Student Success Coordinator. This person will play a pivotal role in supporting the academic and next step success of our students.

Responsibilities:

- Develop and implement strategies to support student academic success, including tutoring programs, study skills workshops, and academic advising.
- Provide individualized support and guidance to students experiencing academic challenges, behavioral issues, or personal crises.
- Collaborate with teachers to identify students in need of additional support and develop intervention plans tailored to their needs.
- Assist students with career and college planning and communicate with parents next steps.
- Recommend course selections for each student.
- Create visuals and references to provide families information regarding class registration to best fit the needs of their student for the next step.
- Schedule meetings with students and their parents when registering for classes.
- Facilitate communication between students, parents, teachers, and administrators to ensure a coordinated approach to student success.
- Monitor student progress and assess the effectiveness of support interventions, making adjustments as necessary.
- Coordinate with community resources and external agencies to provide additional support services for students and families as needed

Qualifications:

- A deep commitment to Catholic education and the mission of Gibault Catholic High School.
- Bachelor's degree and Illinois Certification in Special Education
- Previous experience working with students in an educational setting, preferably in an advising role.
- Strong interpersonal skills and the ability to build rapport with students, parents, and colleagues.
- Excellent communication and problem-solving skills.
- Knowledge of educational best practices and student development theory.
- Ability to maintain confidentiality and handle sensitive information with discretion.

To apply:

Send cover letter, resume and a list of references to Diocese of Belleville, Office of Education, 222 South Third Street, Belleville, Illinois 62220 or email officeofeducation@diobelle.org.

Employment is contingent on successful completion of a background check.

Applications are due by April 30, 2024