



Evaluation Services Coordinator Job Posting

CLC Network, also known as the Christian Learning Center, is seeking an Evaluation Services Coordinator for its offices located at 4340 Burlingame Ave SW, Wyoming MI. This is a 32 hour per week administrative support position, scheduled for 200 days/year during the traditional school calendar. This person will be responsible for welcoming guests to the office and assisting a team of part-time school psychologists.

Reports to: School Psychologists (4 part-time) and Office Manager (Full Time)

Qualifications: CLC Network seeks candidates who can relate well to students, parents, and staff with a friendly and welcoming manner. They must have a healthy respect for and understanding of confidentiality practices. They will work with a great deal of independence, so experience working independently and in an administrative function will be given extra consideration. Candidate must possess considerable comfort working with computers, including Microsoft Office suite and database systems.

Sample List of Duties:

1. Greet guests and direct them to appointments and meetings.
2. Schedule evaluations and follow-up meetings for 4 part-time school psychologists.
3. Serve as a primary contact for school and private clients seeking evaluations, coordinating required forms, testing, scheduling, reminders, and payment where applicable.
4. Perform limited testing/screening with students, under direction from school psychologists.
5. Compile scores and/or results, preparing information for psychologists in advance of all evaluations.
6. Serve as primary responder on the general CLC Network phone line; forward calls where appropriate.
7. Compile and/or file final reports for all completed evaluations.
8. Complete general office duties to help the office run smoothly; contribute in other departments as available and as needed.
9. Model a commitment to Jesus Christ in all interactions with students, staff, and parents.

A background check will be conducted as a condition of employment. Compensation will be offered at an hourly rate, based on qualifications. This position is eligible for a limited benefits package.

To apply, please send cover letter, statement of faith, and resume to Sharon Ward, office manager, at sward@clcnetwork.org.