



## Director of Student Services

### Position Description:

Under the direction of the Head of School and Assistant Head of School, the Director of Student Services directs the planning, development, organization, management, and implementation of all aspects of the Student Services program. Responsibilities include; alternative education, Gifted and Talented programming, child welfare, and guidance services; assuring compliance with laws, codes, and regulations related to Student Services. In addition, the Director of Student Services may be called on to teach tutorial classes and small groups to provide interventions in executive functioning skills, academics, and emotional support.

### Essential Duties and Responsibilities:

- Establishes positive relationships between students, teachers, parents, principals, and others to ensure a collaborative effort.
- Develop, implement, and maintain Student Support Plans (504s or IEPs)
- Coordinate meetings with teachers, parents, division heads, and outside services to develop student support plans.
- Collaborate with students, teachers, and division heads to create strategic plans with measurable goals to promote academic success.
- Monitor student academic goals monthly through observations, formal and informal assessments.
- Communicate with parents monthly on student progress.
- Document student progress using data and observations at the conclusion of each trimester.
- Implement and assist teachers with student accommodations and interventions
- Help students develop time management, organization, and study skills,
- Provide social skills interventions one-to-one or in a small group setting.
- Collaborate with parents to create an effective learning environment at home.
- Assist teachers with preparing students for testing and provide testing accommodations.
- Help teachers in the identification of students who would benefit from intervention.
- Provide reading and math support through small group or one-to-one instruction.
- Utilize effective reading strategies (Orton Gillingham-based) to build students reading skills in the areas of phonics, fluency, vocabulary, and comprehension.
- Push into classrooms to provide support to teachers and students, or provide differentiated instruction

**Supporting academic support programs:**

- Help with institutional data collection and analysis.
- Maintain a list of professional tutors outside of school that can be referred to students when requested.
- Maintain a list of counselors and therapists outside of school that can be referred to students when requested.
- Maintain a list of Psychologist for private evaluations

**Knowledge, Skills, and Abilities**

- Knowledge of Federal and State Special Education guidelines.
- Ability to collaborate with families and community members of diverse cultural and educational backgrounds.
- Ability to manage personnel and programs.
- Effective written and verbal communication skills.
- Problem-solving skills.
- Knowledge of curriculum and research-based programming.
- Ability to keep and maintain accurate records and to meet deadlines.
- Experience using Google Workspace (or a similar program) in an education setting
- Knowledge of online resources to be shared with teachers and parents

**Professional development:**

- Keep informed and up to date about learning and the brain, trends, and best practices.
- Attend professional development workshops.
- Actively engage with professional organizations, i.e., Learning Disability Association

**Miscellaneous duties:**

- Read admissions files of transfer students with diagnosed learning differences.
- Actively participate and engage in faculty/staff committees.
- Chaperone school trips and support other student life endeavors.

**Required Qualifications**

- Master's degree in Education, Education Administration, or related field.
- Minimum of five years of experience working directly with students.

**Type:** Full-Time

Please send a letter of interest, resume, and references to [hr@gpacademy.org](mailto:hr@gpacademy.org)