

## Director of Student Services Job Description

This position assures faith-based educational options are available and accessible to all families who chose to enroll. Full time, exempt. Flexible and reduced summer hours.

**Reports to:** Building Principal

### **Responsibilities:**

- Reviews IEP's of new students and makes recommendations for supports
- Coordinates meetings with families and school team related to student progress.
- Develops and provides specialized instruction to meet the unique needs of students with disabilities.
- Evaluates and assesses student progress against instructional objectives;
- Attends Student Response Team meetings
- Follows State mandated due process procedures.

### **Essential functions of the job may include but are not limited to the following:**

- Collaborates with School Counseling Office (SCO) to create ISP's based on performance, data and/or public school IEP for current and incoming students. (Note: ISP refers to Diocesan Individualized Support Plans developed for students with district IEP's or those with special learning needs)
- Provides insights in the admissions process for students who have had academic supports
- Collaborates with community service providers (i.e., social services, public health, medical providers etc.) regarding the needs of students.
- Contributes to the development and/or revision of Individualized Service Plans (ISP's) for current students to include present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Provides a variety of research-based, specialized, direct instruction to address the learning goals and objectives contained within each student's ISP.
- Assesses and documents student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Collaborates with the Academic Coach
- Provides **coaching and consultation** to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
- Schedules team meetings and works cooperatively with child-study team members and others in developing instructional goals and strategies.
- Coordinates special education evaluations and reevaluations with LEA.

**Knowledge Skills and Ability Required:**

- Minimum B.A/B.S degree in special education from an accredited institution. Current NH teaching license or favorable conditions toward certification
- Thorough knowledge of the principles, practices and procedures of differentiation and learning.
- Thorough knowledge of the principles and methodology of effective teaching of students with disabilities.
- Thorough knowledge of school rules, regulations and procedures; ability to establish and maintain standards of behavior.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with children, students, parents, staff, administration and the general public.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge of and proficiency in using relevant technology (i.e. educational software, assistive devices, professional platforms for grading and attendance)
- Knowledge and skills in working with children with ADD and behavior and emotional disabilities.
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**Duration: Full time, exempt. Flexible and reduced summer hours.**