



Director of Student Support Services/Upper School Learning Center Specialist

The Director of Student Services should model Christian principles and behavior with an attitude of Christ-like service to all students, faculty, and parents.

The Director of Student Support Services leads a team that provides services to Statesville Christian School students formally identified for specialized instructional needs and is a professionally certified special education professional who leads a team that supplements and/or supports the classroom learning experiences of lower, middle, and high school students. Reporting to the Head of School, the position is a full-time 11-month faculty position that aligns with the academic school year.

Essential Functions and Responsibilities

- The Learning Center for Elementary, Middle, and High School
 - Supervise and maintain the Statesville Christian Learning Center, a resource program providing strategic guidance and vision to the team as well as school faculty and parents.
 - Supervise academic resource team, coordinating services and classroom support assignments, providing direction and guidance to each team member and giving feedback.
 - Oversee and develop policies and standards within The Learning Center Program.
 - Partner with faculty and parents in student assessments and needs identification.
 - Provide student assessments, i.e. Woodcock Johnson IV, SEARCH, Vanderbilt, English Proficiency Test, etc.
 - Communicate with faculty and parents regarding student needs and progress.
 - Provide consultation and guidance to parents as they make decisions about their students.
 - Read psychological educational evaluations, determining the accommodations needed as SCS can provide from the psychologist's recommendations for that student
 - Write an individualized Student Academic Plan (SAP).
 - Coordinate team meetings of staff and parents to review and discuss first-time students with Student Academic Plans.
 - NILD Therapy – If this position is working with upper school students and there is an NILD therapist in elementary school, the director must be supportive and knowledgeable of NILD, but not necessarily certified.

- o Ensure appropriate administrative records are kept on academic resources of students and monitor their progress in the assigned modifications and/or accommodations.
 - o Provide consultative collaboration with resources outside of the school; i.e. speech therapist, etc.
- College Boards and ACT
 - o Coordinator for students with disabilities, SSD
 - Apply for rising 9th graders and new high school students to SCS for accommodations before the August deadline.
- Other Duties
 - o Provide occasional in-service faculty training on academic resources topics.
 - o Take advantage of professional development opportunities and keep up-to-date with developments in appropriate areas.
 - o Other duties as assigned by the Head of School.