

Director of Support Services

Gann has an exceptional career opportunity for an experienced educational administrator and special educator to serve as its Director of Support Services. The Director of Support Services is responsible for the vision and strategy for Gann Academy's educational program in the area of learning support and special education. As the supervisor of the four full-time learning specialists and working closely with other educational administrators, teachers, students and parents, the Director oversees all aspects of the Learning Center and special educational services within the school.

Reports to: Assistant Head for Student Affairs

Direct Reports: All Learning Specialists and Learning Center Staff

Responsibilities

Oversees Direct Support offered at Gann

- Helps to identify which students need additional academic support based upon referrals information from school personnel, parents and/or outside specialists,
- Oversees the determination of the types of direct support required including direct intervention strategies from the school's learning specialists, tutoring personnel, and accommodations or curricular modifications
- Ensures that for each student who is identified as needing academic support, individual learning plans are developed and implemented by teachers and learning specialists
- Advises learning specialists on the creation of learning plans to ensure that effective strategies are in place for each student's particular needs
- Provides direct services to students as appropriate
- Ensures IEP meetings are attended, when appropriate

Manages stakeholder relationships within the community

- Communicates proactively with parents and serves as a point person regarding special needs services
- Serves as a resource for administrators, teachers, and staff regarding any classroom accommodations and/or modifications appropriate for students with goal-focused learning plans
- Serves as a resource for teachers in implementing differentiated instruction in their classrooms
- Collaborates with other members of the student services team (including Deans, Advisors, Psychologist, Nurse) to help ensure that the school meet the needs of the whole child
- Collaborates with feeder schools to understand the student population; develops open and honest communication regarding service of the whole child.
- Works closely with the educational leadership and parents to ensure that any new student who needs additional academic support or special education has a learning team in place with a well defined learning plan

Leadership inside and outside the school

- Works closely with educational leaders to develop collaborative education initiatives and professional development opportunities
- Advises the Admissions Office and Head of School on the recruitment and admissions of students with diverse learning needs
- Oversees the preparation and management of the departmental budget, including personnel, resources and professional development.
- Represents the school at Jewish community special education meetings, conferences and strategic discussions
- Facilitates an array of professional development opportunities for learning specialists and other staff to enhance learning opportunities for students with learning needs

Qualifications (subject to modification by Head of School or Assistant Head)

- Has knowledge and expertise in the area of special education
- Prior experience working with students with varying disabilities in inclusive settings
- Is able to manage complicated family and school dynamics and can lead others to effectively do the same
- Able to work in a high-paced, dynamic setting that demands prioritization of stakeholder needs and immediate responses to time-sensitive issues
- Works collaboratively with colleagues, supervisors and direct reports Has strong leadership and organizational management skills
- Has outstanding interpersonal skills
- Capable of listening and supporting learning specialists while also holding them accountable for effective support of students and timely communication with teachers, parents and students
- Is reflective about his or her own leadership practice
- Is empathic and a strong listener, able to understand the teachers s/he advises, can balance meeting them where they are and encouraging them to grow and develop
- Utilizes options to solve problems in a way that maximizes learning while considering various stakeholder perspectives within the process of determining solutions
- Has worked collaboratively with colleagues in external educational settings and is a strong team player
- Experience with assistive technologies and using electronic recordkeeping regarding student progress.

Interested candidates should send cover letter, resume and educational philosophy to Reena Freedman, New Teacher Induction Coordinator, at jobs@gannacademy.org.