

Legacy Christian School

Educational Support Services(ESS) Director

West Campus - Grades 5-8

Job Description

General Description	The Educational Support Services Director is responsible for leading, developing, and managing student support services and programs that enhance students' academic and personal development. This position collaborates with faculty, staff, students, and parents to create an inclusive and supportive environment, ensuring that student needs are met in alignment with Legacy's mission and goals.
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Reports To	<ul style="list-style-type: none"> • Administrator 	Supervises Directly	<ul style="list-style-type: none"> • Paraeducators
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Areas of Focus	<p>1) Leadership and Management</p> <ul style="list-style-type: none"> • Supervise and support staff within the student services department, promoting a collaborative team environment • Supervise training of paraeducators • Coordinate the work of paraeducators in push in and pull-out learning environments, including scheduling • Collect, analyze, and report data on program effectiveness, student growth, and areas of improvement • Promote understanding and use of student specific accommodations/modifications • Articulate vision of belonging and intentionally support all staff to create a community in which each student experiences full membership in the school setting • Meet with Leadership Team on monthly basis <p>2) Student Support and Success</p> <ul style="list-style-type: none"> • Design and support the delivery of instruction appropriate to the needs of students including, academic, emotional, social, vocational, and living skills, as needed • Collaborate and consult with general education teachers, administrators, parents, and students concerning students receiving direct and indirect support for the Educational Support Services team, including supports for academic skill development, social and emotional learning skill development, classroom community skills, and physical/medical needs • Establish a school wide referral process • Meet regularly as needed with Student Success Teams to discuss student progress and to make decisions about support • Provide guidance on behavior management, student well-being, and crisis response • Facilitate the educational evaluation process for newly referred and re-evaluated students • Maintain records of student support, including student goals and progress • Develop and coordinate individualized student plans/person-guided plans, including accommodations and goals, updating them annually and as needed.
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	<ul style="list-style-type: none"> ● Teach students about their own learning profiles and empower them to use and advocate for strategies that work well for them in the school setting ● Provide students with direct instruction for academic, social and emotional lagging skills according to student goals <p>3) Collaboration and Communication</p> <ul style="list-style-type: none"> ● Meet with All Belong consultant on a regular basis to receive consulting about students, school needs, and other topics ● Work with faculty, administration, and staff to promote student success across academic and extracurricular activities ● Engage with parents, guardians, and the community to address concerns, share resources, and foster positive relationships ● Create student learning profiles through the evaluation of skills, analysis of neurodevelopmental and social and emotional learning patterns, and understanding of specific disabilities ● Communicate and collaborate with parents and students regarding evaluations, student plans, and progress, including participating in scheduled parent-teacher conferences ● Collaborate with outside support (Kent ISD, Kentwood Public Schools, counselors, ABA therapists, etc) <p>4) Program Development and Evaluation</p> <ul style="list-style-type: none"> ● Assess the effectiveness of student services programs and use data to drive improvement ● Implement changes based on student feedback, academic performance data, and best practices in student support ● Ensure compliance with state, federal, and institutional policies and regulations ● Design and support inclusive curricula, resources, and activities that embrace and celebrate diversity ● Implement training programs for faculty and staff to build cultural competence, understanding, and skill in inclusive practices
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Qualifications	<ul style="list-style-type: none"> ● Bachelor's degree in Education, Master's in Special Education preferred ● Minimum of 5 years of experience in teaching, student services, inclusive education, educational leadership, or a related role ● Proven experience in program development, staff supervision, and resource management
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Skills	<ul style="list-style-type: none"> • Strong interpersonal, communication, and leadership skills • Ability to work collaboratively with a diverse range of stakeholders • Proficiency in data analysis and program assessment • Strong organization skills • Knowledge of current trends in inclusive education, and disability services 		
Limits on Operational Authority	<ul style="list-style-type: none"> • Existing school policies and procedures • Foundational documents of the school • Reformed world and life view • Administrative oversight 		
Evaluation Of Performance	<ul style="list-style-type: none"> • In conjunction with normal evaluation schedules 	Term of Appointment	One year, with teacher contracts