

## Director of Support Services

Mirowitz is seeking an experienced, engaging, knowledgeable leader to serve as our **Director of Support Services** for the 2019-20 school year. This individual will oversee all support services and serve as a member of the senior leadership team. Special Education certification, advanced degree and experience working with children and supervising adults are required. Send resume and cover letter to Cheryl Maayan, Head of School at [cmaayan@mirowitz.org](mailto:cmaayan@mirowitz.org).

### Summary

Saul Mirowitz Jewish Community School is a pluralistic, Jewish independent school for children kindergarten through eighth grade. We offer a fully integrated general and Jewish studies curriculum that stimulates young minds, inspiring students to become independent thinkers, creative learners, and proud, knowledgeable and compassionate Jewish leaders. We believe that school can be much more than merely a place of academic enrichment. It can be the place where learning memories are made and where future leaders are nourished.

### Duties and Responsibilities

#### **Oversee the school support services**

- Meet with learning support teachers
- Coordinate, schedule, facilitate and document care team meetings
- Write and distribute care team plans
- Conduct ten-week reviews of care team plans
- Schedule speech screenings
- Supervise accommodations on standardized tests

#### **Supervise and coordinate faculty that is providing support services including:**

- School-based Counselor
- Occupational Therapist
- Speech and Language Pathologist
- Academic support staff

#### **Provide learning support as needed (push-in model is preferable whenever appropriate)**

- Coach classroom teachers in how to best help their students with learning needs
- Meet with students in class to build necessary skills per care team plan

**Serve as lead contact for parents, teachers and community on learning support at Mirowitz**

- Attend Special School District (SSD) workshops to facilitate parent referrals for special education evaluations
- Assist teachers in completing SSD referral packets
- Oversee medical and learning plans, and communicate information to parents, outside tutors or specialists as necessary
- Interpret test scores and diagnosed learning needs for teachers
- Provide professional development for faculty in meeting needs of all children

**Serve on the Leadership Team and Supervisory Team of Mirowitz senior administrators**

- Report directly to the Director of Instruction
- Attend weekly meetings and occasional leadership team retreats