



Director of Support Services

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

Compensation

Salary is competitive with area independent schools and commensurate with experience. Excellent health and retirement benefits are part of the employment package. Funding exists to support continuing education and professional development. Financial benefits include tuition remission for children of full-time employees.

DEI Philosophy Statement

At Mirowitz, we recognize that diversity, equity, and inclusion are deeply rooted in our work as Jewish educators. Our tradition teaches us the value of *kavod habriyot*, respect for the sacred diversity of all of God's creations. Our core Jewish values of *kavod* (respect), *hakarat hatov* (recognition of the good), *limmud* (learning), and *tikkun* (commitment to repair) guide our work in building empathy, promoting sacred diversity of identities, and both studying and committing ourselves to the repair of social inequities that have historically stemmed from these differences. We believe in the dignity and worth of every person regardless of race, color, religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.

How to Apply

Interested candidates should submit a resume and cover letter to Brian Thomas, bthomas@mirowitz.org