



Position: Director of Student Services

Reports To: Executive Director

Supports the Work of: Students, Faculty and Staff

Oak Hill Montessori Community School Mission: *Preparing every student for tomorrow by nurturing the love of learning today.*

Vision: *Creating a space for students, families, and community members to thrive as they collaborate to learn, and to serve one another.*

Core Values

- Independent thinking and self-resilience through purposeful work
- Inclusivity in our community and a sense of belonging for all
- Compassion for others and the environment around us
- A vision for peace through social change

About Oak Hill Montessori Community School: Opened as a public charter school in 2021, Oak Hill Montessori Community School (OHMCS) offers authentic Montessori education to children 16 months to 8th Grade. OHMCS is proud to be a different point-of-view in education; driven by the motivation of students. We present challenging academics while equally valuing social and emotional learning. Visit ohmcs.org for more information

Position Summary: The Director of Student Services (DSS) is a creative, dynamic, and thoughtful leader who works to fulfill the mission and vision of OHMCS. The DSS will be responsible for supporting the facilitation of an inclusive model for student services based upon best practices, the district's philosophy and the needs of all students. The DSS directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services which include, but are not limited to, special education, ESL, MTSS process, Child Find, social-emotional programming, nursing, and Section 504. The DSS assures compliance with all laws, codes, and regulations related to Student Services; evaluates assigned personnel, and collaborates/provides support to administrative and professional staff in meeting identified instructional goals. The DSS is a strategic thinker and a proactive leader who models strong communication, organization, and interpersonal skills.

Essential Functions:

Special Education:

- Direct and organize the special education department and services.
- Attend and lead IEP, Evaluation Planning meetings, Evaluation Summary Report Meetings, and other meetings to support the special education department
- Direct and collaborate with school staff to work effectively with students and their families.
- Direct and facilitate required and recommended professional development for staff.
- Assistant special education staff in developing their skill set for teaching social skills, executive functioning and other academics.
- Establish and maintain effective communication and positive relationships within the

school; make decisions consistent with OHMCS mission, vision, core values & strategic plan.

- Keep current with special education regulations, services and technologies that impact the provision of special education and student services.
- Assist with the hiring and dismissal of staff within the special education and student services department.
- Support the development of skills for staff related to special education due process.
- If needed, direct and organize an ESY program.

ESL

- Oversee the English Language Development Services.
- List and track all students who receive ESL.
- Direct and oversee all compliance for all ESL student services with MDE.
- Oversee and direct the WIDA/ACCESS.
- Collaborate with teachers to support the development and implementation of students with ESL services.
- Establish partnerships with parents for students who have ESL services.

504s

- Assist with the direction of the Child Find/MTSS process.
- Direct and oversee all compliance with MDE for the Child Find/MTSS process.
- Homelessness liaison for OHMCS.
- Direct and oversee the District Assessment Coordinator (DAC).
- Direct and oversee all compliance with MDE for district and state assessments.
- Oversee and direct nursing services to meet compliance for Special Education, MDE & DHS.

Leadership & Supervision

- Lead a team of special education teachers, paraprofessionals, service providers (consultants) and a due process assistant to provide students an exceptional learning experience.
- Administrative representative for special education and 504 meetings, committees, as well as assist with teacher and staff evaluations.

Required Qualifications:

- Bachelor's degree in special education or education related
- Master's degree in special education or education related
- Director of Special Education administrative license

Desired Qualifications:

- AMI Montessori training

Physical Requirements: This position requires vocal communication, hearing, climbing, balancing, stooping, kneeling, reaching, standing, walking, sitting, pushing, pulling, use of hands to grasp and feel, and vision abilities including close, distance, and adjusting focus. Lifting/moving required frequently up to 25 pounds and occasionally up to 40 pounds or more. Work occasionally requires exposure to bloodborne pathogens and is generally in a moderately noisy location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary & Benefits: Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position.

How to Apply: Persons interested in applying should send an email to admin@ohmcs.org with the following application materials attached:

- Cover letter
- Resume
- Two Professional References

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director. Final appointment to this position will be contingent upon completion of a criminal background check.

Application Deadline: Applications will be reviewed on a rolling basis upon receipt; all positions will remain posted until filled.

Oak Hill Montessori Community School (OHMCS) is an equal opportunity organization committed to diversity and equality. As such, OHMCS believes that each individual is entitled to Equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal extent to recruiting, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions and privileges of employment.