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**Myrtle Grove Christian School**

806 Piner Rd.

Wilmington, NC 28409

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## **Student Support Team (SST) Director**

**Position Title: SST Director**

**Reports to: Head of School**

**Full-time 12-month employee**

### **Qualifications**

- Profess a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- The ideal candidate will have an advanced degree in education, special education and/or varying exceptionalities
- A minimum of five years classroom teaching experience with time spent working in an ESE environment or with students who have diagnosed exceptionalities
- Knowledge of effective strategies, curriculum and instruction to support all students
- Prior leadership experience collaborating with families, faculty and administration
- Express strong verbal and written communication skills
- Display superior planning, organization, and time management skills

### **Overview of Job Responsibilities**

#### **Supervise and Oversee the SST Department**

- Provide direction for implementation of all student support services, including the three current tiers:
  - In-class accommodations for all students with learning needs (Tier 1 - SST)
  - Small-group pull-out tutoring during the week in ELA and Math (Tier 2 - Timothy Program)
  - Intensive pull-out resource classes each day in ELA and Math (Tier 3 - Timothy Program)
- Be aware of the educational, physical, social and psychological needs of both lower and middle school students and collaborate with faculty, staff, parents and students to identify and implement appropriate, effective strategies to support student growth in the classroom
  - Assist teachers through classroom observations and guidance in identifying and serving student needs

- Help classroom teachers facilitate meetings with parents throughout the course of the year to share data, observations and feedback and to make recommendations in line with best practice strategies and techniques for learning needs
- Utilize data, evaluation reports and policy guidelines to establish “At-A-Glance” documents containing recommended accommodations that would be shared with teachers and parents
- Document meetings and share follow-up communication with parents, teachers, and staff regarding any implemented accommodations, progress or further screenings/testing needed for students throughout the year
- As necessary, facilitate the placement of students into the interventions necessary as tiered by the school
- Coordinate end-of-year meetings with families to review progress, needs and recommendations for the next school year
- Collaborate with members of the faculty and staff to establish effective practices, processes and guidelines necessary to support student growth:
  - Collaborate with academic administrators in:
    - Creating schedules that allow for effective support for student learning needs
    - Assisting faculty and staff with professional development topics that strengthen knowledge and ability to serve diverse learners
    - Development of parent education programs
  - Assist in the admissions process for the testing, interviewing and evaluating of applicants for enrollment: work in conjunction with the Admissions office with prospective student applicants
  - Coordinate with specialists (such as Cognitive, Speech/Language and Occupational Therapists)
  - Work with the Director of Curriculum oversee progress monitoring and standardized testing assessments; analyze assessment data for student growth and informed instruction
  - Collaborate with School Counselor in instances of student social-emotional/mental health
  - Manage and support the members of the SST Department
  - Work with the Director of Business Operations to determine yearly fee schedules for tutoring and intensive resource classes
  - Collaborate with the Head of School on strategic vision for ongoing support of student learning needs