

Director of Resource Services

Reports to: Head of School

Full Time | 12-month Position | Exempt

St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.

Position Summary

The Director of Resource Services is responsible for planning, scheduling and overseeing the Resource Services department, including St. George's learning specialists and speech-language pathologists across campus from Early Childhood through eighth grade. The Resource Services program at St. George's provides students with fully integrated academic and speech-language evaluation and intervention services, focusing on early remediation and teaching of compensatory strategies. Through a team approach, students build an effective educational foundation for learning, while being challenged to reach their greatest potential. The Director of Resource Services will report directly to the Head of School and will collaborate with all St. George's administrators to monitor efficacy of services and to maintain standards of the highest quality.

Essential Duties and Responsibilities

- Serve as a member of the Administrative Team, the Admission Committee and Strategic Planning Committees.
- Develop and execute long-term planning initiatives for Resource Services as part St. George's Strategic Plan.
- Serve as a member of the Admission Committee to fulfill admission procedures (e.g. participate in open house, visit applicants' schools, talk to prospective students' parents, administer academic screenings to visiting students, etc.).
- Support the mission of St. George's by planning and implementing Resource Services to support all students in the regular classroom setting to meet the rigorous curriculum requirements.
- Monitor and oversee the referral process to Resource Services.
- Coordinate the process by which students are referred for evaluation by the in-house educational diagnostician/speech-language pathologist, as well as by outside professionals.

- Coordinate and oversee scheduling and teacher assignments pertaining to the Resource Services program and all of its components, including Resource group sessions, speech-language therapy groups and Lower School reading groups.
- Provide ongoing mentoring to all Resource specialists through weekly meetings, self-evaluations and regular teacher observations; provide constructive feedback and assistance in establishing teacher goals and lesson plans.
- Recruit, interview, hire and train new Resource specialists.
- Plan, review and revise St. George's Student Education Plans (SEPs) three times a year with Resource specialists on all students receiving Resource support.
- Assist Resource specialists in maintaining and filing SEPs, as well as appropriate evaluation and assessment documentation.
- Attend all grade level meetings, staffings, planning meetings, administrator meetings and conferences with outside professionals regarding students receiving Resource Services; attend pertinent SEP and parent-teacher report card conferences.
- Serve as a member of each student's Success Team (parents, Division Directors, teachers, members of the Counseling and Wellness Team, outside therapists, etc.) to support children academically, socially and emotionally.
- Act as a referral source for parent education and community resources.
- Communicate with and respond to parent questions/concerns regarding Resource Services.
- Observe students in the regular classroom and Resource group settings; make recommendations regarding appropriate student interventions and accommodations based on observations, teacher and administrator report, parent report and evaluation recommendations.
- Chair the Student Assistance Team (SAT) process with New Orleans Public Schools according to procedures outlined by Bulletin 1508.
- Act as the school authorized liaison to New Orleans Public Schools in response to participation in IDEA funded programs for St. George's children with disabilities according to Pupil Appraisal evaluations.
- Coordinate outside therapy scheduling with Early Steps therapists, New Orleans Public School providers and private occupational therapists providing services on campus.
- Support all St. George's faculty in differentiating the instructional requirements to meet all students' needs.
- Oversee the implementation of the literacy benchmark screening, *Acadience Reading*, to monitor reading progress with all students in Kindergarten through fourth grade, and those receiving Resource Services for reading in Middle School.
- Maintain ongoing communication with staff in the Business and Finance office regarding parent billing for Resource Services.
- Monitor and approve the program budget and the selection and purchase of Resource teacher materials and evaluation protocols.
- Oversee, approve and schedule continuing education seminars for Resource specialists and faculty to foster professional development in evidence-based, best teaching practices.
- Develop, conduct and arrange faculty continuing education sessions including topics of interest and need related to teaching students with academic, social/emotional, communication and/or executive functioning challenges.
- Work with other administrators to plan and implement parent education and involvement programs.

- Support and advance the school's commitment to JEDI work, to sustaining an environment and culture where the dignity and worth of all community members are lifted, where all feel a sense of belonging, and where the principles of justice, equity, diversity and inclusion are prioritized.
- Participate in St. George's Parents Group, as well as school- and board-sponsored, programs and meetings during the year.
- Attend board meetings and after-hours events as directed by the Head of School.
- Complete all other duties as assigned by the Head of School.

Qualification Requirements

- Master's degree in special education, communication disorders or other related field
- Extensive experience in working with students with a variety of special needs and learning profiles, including the knowledge and interpretation of assessments and evaluations, definitions and characteristics of *DSM-5* and *ICD-10* diagnoses, writing and implementing individualized education plans and student-specific goals/objectives, taking data to chart progress and current, research-based educational curriculums and intervention strategies
- Embody and model a growth mindset; seek out and attend professional development in the areas of curriculum, social/emotional learning, learning disabilities (especially those supported by Resource Services), leadership/management and behavior management best practices.
- Strong leadership skills; supervisory experience preferred
- Ability and desire to work well in a team and collaborate
- Outstanding organizational, time management and oral and written communication skills
- Proficiency in Google Workspace applications including but not limited to Gmail, Calendar and Drive (Docs, Sheets, and Slides)
- Ability to use an online student information system, various educational platforms and safety/communication applications on a Chromebook, iPad and/or a smartphone
- Familiarity with using copiers, printers, document cameras and presentation screens

Working Conditions / Physical Demands

- Must be physically able to operate computers and office equipment
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; close visual attention to the computer
- Occasional lifting up to 50lbs

St. George's Episcopal School as an Equal Opportunity Employer

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

Interested candidates should send a cover letter detailing their educational philosophy and resumé to Dr. Joe Kreutziger, Head of School, at Dr.K@stgnola.org.