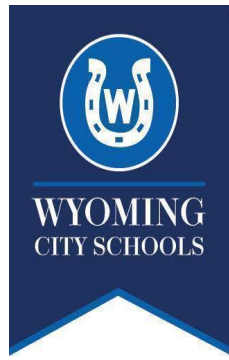


ANNOUNCEMENT OF VACANCY



January 15, 2025

Director of Pupil Services

This full-time position is available starting with the 2025-2026 school year.

Contract Days: 242

Date of Employment: August 1, 2025

Requirements:

- Master's Degree or higher with emphasis in curriculum, supervision, or administration
- Minimum of three (3) years of successful administrative experience
- Record of highly effective instructional leadership in special education and/or gifted education
- Expertise with Federal and Ohio state laws, regulations, and compliance requirements regarding Special Education, including IDEA/CCIP funding applications, Section 504, ADA, ELL and Gifted services
- Experience with multi-tiered systems of support (MTSS) and mental health programming
- Experience in assessment data analysis and knowledge of current educational trends
- A leadership style emphasizing and valuing participation, innovation, diversity, and vision
- Strong communication skills and ability to build rapport with students, staff, and families.
- Organizational and problem-solving skills with a focus on strategic planning and continuous improvement
- Effectively utilizes technology to support administrative and educational functions
- Essential Functions: [See Attached Job Description](#)

Qualified candidates should apply online at:

[Applitrack](#)

Applications must include:

- Cover Letter
- Resume
- Names of 5 Professional References
- Copy of Certificate/License

Each applicant's resume and qualifications will be evaluated and those deemed most qualified will be invited to participate in interviews.

Deadline to apply: February 7, 2025

An Equal Opportunity Employer