



The Mary Louis Academy:

Director of Student Services

Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

Overview & Opportunity

Reporting to the President, and working closely with the Principal, Assistant Principal and Deans, the Director of Student Services (DSS) will play a critical role in ensuring the highest levels of compliance, instructional and cultural excellence, and programmatic integrity in services for all students. The DSS will work in close collaboration with the Deans, school clinicians and academic counselor(s) to implement MTSS (Multi-Tiered Systems of Support) to Tier I, II and III behaviors, while maintaining a distinct focus on special educational compliance, instructional quality, and operational efficiency.

As a key member of the Schools Team, the DSS will lead the school-wide vision for Special Education compliance and instructional excellence, ensuring all students receive high-quality, legally compliant services. In addition, the DSS is responsible for aligning systems and structures that support student learning across general and special education populations, as well ensure the social emotional development and support of all students. This role requires a proven, collaborative-minded leader who can balance technical compliance expertise with instructional leadership, fostering a culture of high expectations and continuous improvement in student services. They will oversee regulatory compliance, IEP implementation, and service delivery to ensure 100% adherence to federal and state mandates.



The Mary Louis Academy:

Director of Student Services

In addition, the candidate will have mastery of student services best practices but will also be strongly motivated by continued opportunities to grow and develop as an effective coach, mentor and educator. We are looking for an experienced teacher leader who is comfortable working with both students and colleagues and who is intentional about their educational approach.

Key Responsibilities

- Work with the President, provide instructional coaching, professional development, and evaluations to instructional staff.
- Collaborate with the Principal, Assistant Principal, Deans and other chairpersons to establish a unified vision of academic rigor grounded in data-driven instructional decision making.
- Analyze instructional data, including student achievement outcomes, and leverage insights to inform academic priorities.
- Lead the vision, development, and execution of special education programs that align with TMLA's academic and character formation model.
- Ensure a cohesive and effective team by directly managing members of the Student Services Department.
- Collaborate with the President, Principal and Assistant Principal to ensure seamless transitions between MTSS and special education services.
- Ensure 100% compliance with IDEA, Section 504, and all federal and state regulations related to special education services and provide regular updates on policy/regulation changes.
- Oversee IEP implementation fidelity and the accurate provision of services across all campuses including Section 504 requirements.
- Manage special education billing and compliance audits, ensuring financial accountability and adherence to reporting requirements.
- Establish high-quality instructional practices for special education teachers and service providers to drive strong student outcomes.
- Provide coaching and leadership development for Department Chairpersons ensuring effective service delivery.
- Partner with curriculum leaders to align special education instruction with TMLA's broader academic approach.
- Analyze student performance data to inform instructional adjustments, compliance decisions, and resource allocation.
- Collaborate with the President to develop recruiting, hiring, and retention strategy of highly qualified special education professionals (Learning Specialists, ICT Teachers, Related Service Providers, etc.).



The Mary Louis Academy: Director of Student Services

- Serve as primary liaison for the network with the New York Department of Education Committee for Special Education (CSE) as well as external school districts.
- Serve as a thought leader and partner in shaping policies and initiatives that improve special education services and instructional outcomes through strategic planning and annual budget planning and management.
- Other duties as assigned
- Plan and teach a challenging course of study in a developmentally-appropriate manner, with an emphasis on differentiating instruction and the effective use of assessments.
- Model intellectual curiosity and maintain open-mindedness about different perspectives.
- Share talents and work in partnership with team members on scheduling and planning.
- Actively participate in grade-level and faculty meetings.
- Be a positive and contributing member of the school community.

Qualifications

- Unquestioned integrity and commitment to TMLA's mission and values
- Personal responsibility with humility
- A relentless drive for excellence
- A strong belief that all children can achieve both moral and academic excellence
- Deep knowledge of federal and state regulations, and NYSED reporting requirements including IDEA, Section 504, and New York State's Part 200 and Part 201 regulations
- At least 5 years of leadership experience in student services, social emotional learning and health, special education, or instructional leadership at a school or network level through direct supervision experience
- Strong data analysis skills, with experience using student performance data to drive programmatic improvements
- Experience with billing and compliance audits for special education services.
- Master's degree in Special Education, mental health/counseling, educational leadership (or equivalent experience)
- Experience teaching to and working with a range of learners
- Eagerness to contribute positively to the TMLA community
- Willingness to engage with and learn from people with diverse backgrounds and experiences
- Ability to bring joy, kindness, maturity, and flexibility to the school environment

Please submit a cover letter and resume to hiring@tmla.org.