



Christian Brothers High School

Job Description

Job Title: Director of Student Support Services
Reports to: Principal
Status: Fulltime
FLSA Status: Exempt
Salary: \$85,000-110,000

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position:

The Director of Student Support Services is the school's central agent for administering, planning, coordinating, and monitoring the school's Student Support and resource programs. In collaboration with the school's administration, the Director of Student Support Services provides student support services in cooperation with the parents, who are the primary educators of their children; with the faculty, the department chairs, counselors, moderators, and support staff. The Director of Student Support Services will boldly and creatively continue to reimagine the educational purpose and delivery models of support services for all students,

Essential Job Duties and Responsibilities:

1. Actively supports the school's mission, philosophy and goals to ensure all student support services are in alignment with the main principles and tenets of Catholic/Lasallian education.
2. Facilitates the strategic vision, planning and organization of all student support services.
3. Proactively, innovatively, and continuously reimagines the educational purpose and delivery models of support services for all students, including but not limited to the Academic Resource Center, enrichment, special education, executive functioning, and health and wellness.
4. Plans, implements, and evaluates educational programming in order to ensure continuous program improvement for the benefit of all students.
5. Supervises the identification, evaluation, and placement of students referred for student support or learning resources.
6. Monitors site case management and oversee school master calendars and files.
7. Facilitates the planning and organization of the Special Education program.
8. Monitors laws and regulations about Special Education, developing written policies and procedures to meet legal requirements.

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9. Coordinates professional development and co-teaching of faculty and staff as related to student support programs.
10. Assists with Special Education budgeting and purchasing.
11. Integrates Special Education with other School programs.
12. Assists in evaluating student progress by coordinating academic, health, language, and psychological testing.
13. Creates, supervises, and monitors the implementation of all Individual Service Plans.
14. Provides information, assistance, and counseling to parents of Special Education students through conferences and home visits.
15. Participates in Special Education programs and meetings with public and private organizations and agencies.
16. Facilitates regular Special Education staff meetings.
17. Assists in the facilitation of Compliance Reviews.
18. Monitors laws and regulations about 504 plans. Develops and monitors written policies and procedures to meet 504 legal requirements and monitors existing plans.
19. In collaboration with administration and counseling, helps to facilitate the school's mental, social-emotional wellness initiatives, and health programs and services.
20. Supports the development and accountability of the Lasallian Catholic Assessment Process, Standards of Education Assessment, school Strategic Plan, and other required educational assessments/plans.
21. Collaborates with faculty, staff, families, and the community in developing and implementing services and/or programs that are student-centered, mission driven and benefit the local and greater community.
22. Supervises, develops and evaluates the performance of assigned staff.
23. Performs other duties similar to the above in scope and function as the Principal requires.

Qualifications Education and Experience

- Master's degree from an accredited college/university with emphasis in special education, psychology, mental health related services or counseling and guidance
- Special Education Specialist, or Pupil Personnel Services Credential preferred
- Valid General Administration or California Administrative Services Credential preferred
- Five years of high school experience in a similar supervisory position performing the duties and demonstrating a high level of the knowledge, skills and abilities listed above
- Strong oral and written communication skills and the ability to interface effectively with individuals of many diverse styles both within and outside the school.
- Possess strong interpersonal skills and professionalism as well as be able to build and maintain positive working relationships, interact cooperatively with others, and keep confidential information.
- Knowledge of current state and federal laws in relation to serving the needs of exceptional students.

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- Knowledge of current evidence-based practices in school-based mental health and trauma-responsive school and classroom practices and resources.
- Experience working with public and private agencies, and program development, management, and evaluation.
- Confidence or comfort with educational technology (one-to-one iPad program)
- Possess interpersonal and communication skills marked by the virtues of equity, inclusion, and respect.

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, fax machine, telephone, calculator, copier, printer.

Qualified individuals must perform the position's essential duties with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org. Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.

This document neither constitutes a offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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