



REAVIS HIGH SCHOOL DISTRICT 220 BURBANK, ILLINOIS

VACANCY NOTICE
2022-2023 SCHOOL YEAR

Posting Date: December 16, 2021

Position: Director of Support Services

Reports to: Principal

BASIC DESCRIPTION

Provides leadership for the development, implementation, and evaluation of student support services and their integration into the total educational program, including the district's Multi-Tiered Support System (MTSS). Major areas of responsibility include special education services, social work, psychology, health services, social-emotional services, and school wide programming for ELL, in addition to staff evaluation and professional development that may include other director-related responsibilities.

QUALIFICATIONS

- An Illinois Admin Certificate (Type 75)
- Director of Special Education Endorsement
- A minimum of 5 years high school experience in teaching, social work, or psychology services

PERSONAL QUALITIES

Candidates must possess the ability to lead, connect, and motivate the division in major areas of responsibility. Candidates must take individual pride in work and be familiar with and committed to best practices, including evidence-based curricula. Director candidates must be loyal, professionally ethical, and able to heighten these qualities in others as well as being fair with and concerned about all people in the building, especially students. This person should be well organized and able to carry through on tasks in an effective manner. Applicants must demonstrate excellent collaborative problem-solving techniques and communication strategies.

OTHER QUALITIES

- Knowledge of best instructional practice in helping all students achieve high standards
- Ability to relate positively to school and community constituencies, including under-served and/or diverse groups
- Handle confidential information discreetly and professionally
- Ability to use discretion and exercise sound judgment
- Critical thinker and problem solver
- Effective oral and written communication skills and strong interpersonal skills
- Ability to exercise appropriate initiative and work independently

- Good organizational and time management skills
- Experience in educational leadership for classroom management techniques and a variety of effective instructional strategies

SUPERVISES

District Program and Services for Special Education & ELL Departments, Social Workers, Psychologists, and Health Services Personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES

Administrative and supervisory in the following areas:

1. Assists the Principal in screening, recruiting, and recommending all certificated and non-certificated staff members assigned to areas of responsibility.
2. Provides orientation, in-service education, and professional growth opportunities for all staff members. Assists the Principal in the total school and district professional development efforts.
3. Supervises and evaluates all staff members within areas of responsibility. Supervision includes ensuring reasonable adherence to area objectives as well as other state mandates and district policies and procedures.
4. Provides a variety of resources for teachers, administrators, and parents for students having difficulties that require specialized individual assistance and/or language support.
5. Meets with assigned department faculties on a regular basis.
6. Works with staff to protect instructional time.
7. Leads and encourages all staff members to exert their impact and influence on every student in their offices, classrooms, corridors, cafeterias, assemblies, and other school functions, thus contributing to the total school climate.
8. Encourages participation of teachers in all school, parent, and community functions.
9. Supervises the educational support staff and is responsible for job assignment and evaluation of performance.

SERVICE/PROGRAM

1. Responsible for Special Education Staffings, which includes: Domains for Evaluations/Re-Evaluations, Annual Reviews, Intakes, and Change of Placement
2. Develops and coordinates a comprehensive program of support services (special education, ELL, school social work, psychology, and health services) for identified students.

3. Provides evaluation of the area program effectiveness that is in line with established objectives, including developmental, preventative, intervention, and recovery services. This effort includes team collaboration and consultation with all stakeholders.
4. Leads both short and long-range planning for each specialized service in areas of responsibility as integral parts of the overall school program.
5. Assumes leadership in providing direction for special education programs in accordance with state and federal legislation.
6. Ensures the effective transportation for all out of district students through working with district staff and vendors.
7. Establishes a system that will facilitate communication across special education programs, between special education and regular education programs, and between AERO and Reavis High School.
8. Assists in developing, coordinating, and implementing the school testing program and effectively utilizes the results, including the high school entrance placement process and College Board tests.
9. Proficiency in Embrace Software or other necessary web-based IEP programs.
10. Monitors all district interventions and creates data analysis related to curricular and behavioral interventions.
11. Leads the MTSS efforts in the district.
12. Coordinates the SEL efforts in the district.
13. Serves as the DCFS Liaison for the District.

OTHER

1. Serves as a member of the district team, attends Board of Education meetings, and provides all special reports as requested by the Principal or Superintendent.
2. Provides rationale to the Board of Education when recommendations are suggested for consideration to support program updates including new or expanded service implementation.
3. Works closely with the administrative team in matters related to student support services.
4. Works with community organizations to develop and maintain positive public relations in the community.
5. Prepares and submits all government reports relating to specific areas of responsibility.
6. Assumes responsibility for own professional growth by keeping abreast of legal developments, new research findings, and improved techniques within the areas

of responsibility.

7. Provides recommendations to the administration for any changes or revisions within the areas of responsibility.
8. Is responsible for providing professional development to faculty and staff in the areas identified to support student goals.
9. Is responsible for working with students, parents and staff who have concerns pertaining to the Support Program, specifically the IEP or language support plan.
10. Demonstrates a positive attitude toward responsibilities assigned within the district.
11. Leads and encourages staff members toward a better understanding of and commitment to the purposes of Reavis High School.
12. Performs such other duties as may, from time to time, be assigned by the Principal or Superintendent.

<u>STARTING DATE</u>	July 1, 2022
<u>TERMS OF EMPLOYMENT</u>	Work year: 195 days
<u>SALARY</u>	Commensurate with training and experience
<u>CLOSING DATE</u>	January 14, 2022

Letters of interest should be submitted to:

riordan@d220.org or Dr. Daniel Riordan
Superintendent
Reavis High School
6034 W. 77th St.
Burbank, IL 60459

jschultz@d220.org or Julie Schultz
Principal
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