



## Position Description

### **Title: Student Services Lead**

**Reports to:** Director of Technology and Innovation  
Part-time (.5), exempt, 200 Day Contract

**Position Summary:** The Student Services Lead is responsible for implementing, coordinating, and overseeing all aspects of Student Services programs related to interventions, transfer process, guidance services and social/emotional health and wellbeing.

### **Job Responsibilities:**

- Leads compliance for student services including interventions, guidance and social-emotional well-being
- Serves as representative for ISP/LSP meetings as needed
- Facilitates communication and mediation with parents and advocates regarding the delivery of student services
- Develops and monitors procedures for identification, evaluation, and placement of students with learning services needs
- Coordinates the development and maintenance of student learning service plan files
- Manages fiscal resources and state/federal grants; assists in preparing budgets and directs spending; and monitors maintenance for the purpose of fiscal efficiency in providing learning support services
- Oversees Title IV and VII programming
- Assists with coordination of school based mental health programs
- Develop and implement research-based professional learning in inclusion, differentiation and effective instructional strategies for faculty and support staff at the elementary, middle and high school levels
- Organizes regular meetings with Student Services team (including school counselors, learning support teacher, reading teacher) to foster effective collaboration and communication
- Review learning support plans to monitor and ensure progress of students
- Serve as a resource for student services team and other faculty in supporting students with learning needs
- Serve as the System liaison with Neenah/Menasha Area School Districts to ensure effective coordination of support services
- Monitor and assist with ISP/504 plans ensuring implementation and cohesive plans for students across the System
- Collaborate with Advancement/Enrollment department regarding the learning needs review process for incoming families to understand the support and services available to new students
- Support and assist families during the referral and evaluation process
- Maintain knowledge regarding developing special education issues, legal practices under IDEA/ESSA and the impact on Catholic schools.
- Recommend measures to improve methods, performance, and quality of product or service, and suggest changes to increase efficiency
- Train new Learning Support staff by providing onboarding support and ongoing mentorship
- Perform other duties as assigned

### **Qualifications:**

- Bachelor's degree required; special education license preferred. Master's degree in Education and/or Administration, preferred
- 5+ years of experience working directly with students
- Strong leadership skills; ability to work independently and collaboratively

- Previous teaching and/or administrative experience in a Catholic school
- Knowledge and implementation of relevant technology
- Ability to establish and maintain collaborative and effective working relationships with others
- Ability to communicate effectively orally and in writing

**Catholic/Christian commitment:**

- Role model and witness to a Christian lifestyle; ideally a practicing Catholic in good standing and committed to the mission of the schools and school community
- Promote a positive, charitable spirit and nurture a Catholic/Christian environment within the school community

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the faith life of the SMCS community. I can perform the above duties with or without reasonable accommodation.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_