



Position Opening: Director of Student Support and Upper School Support Specialist

Type: Full-Time Staff (260 days paid over 12 months)

Application Deadline: Open Until Filled

Start Date: **July 1, 2023**

Maumee Valley Country Day School is seeking a collaborative, dedicated, experienced, and creative individual to lead and direct a dynamic team of mental health professionals and student interventionists who provide social-emotional and academic support to students in Lower, Middle and Upper School. This position will also oversee Upper School learning support services. In addition to key responsibilities and duties, this position includes working closely with students Pre-K-12, their families, faculty, staff, Dean of Students and Leadership Team to implement the mission of the school. A strong candidate has the ability to lead a team, think strategically, execute effectively and efficiently, and has an excellent understanding of student human growth and development.

This position reports to the Director of Diversity, Equity, Inclusion, and Belonging and collaborates closely with the student support team as well as the faculty, staff, and division heads in each division. As a full-time employee, the position offers a rich benefits package which includes, but is not limited to, health, dental, vision, life, retirement, as well as tuition remission and a robust professional development program.

Key Responsibilities and Duties:

As Director of Student Support

- Act as a liaison between the student support team and the academic leadership team (ensuring all mandatory faculty/staff trainings are occurring (i.e. suicide prevention, mandated reporting, etc.), advocating for appropriate professional development for faculty and staff to ensure we are meeting the needs of all learners, sharing student tier data, etc.
- Attend monthly meetings with student support team to stay informed/updated on specific student case loads throughout all divisions
- Maintain records and oversee program budget
- Work collaboratively with the school psychologist, intervention specialist, school counselor, division heads, and college counseling to ensure student supports are addressing divisional needs

- Work collaboratively with Admission Office to ensure MV is able to provide a supportive academic environment for all incoming students
- Facilitate and set all monthly student support department meetings, including start-of-year and end-of-year student support team retreats
- Create, enhance, and maintain external relationships and resources, which include but are not limited to support student wellness resources, academic supports, therapeutic referrals, occupational therapy services, emergency crisis counseling, etc.
- Work with the student support team to yearly review and ensure that the student support services guidebook is updated and maintained to reflect current trends in student support services in addition to necessary protocols such as self-harm/suicide risk assessment and threat assessment
- Conduct goals meetings at the beginning of the year, conduct mid-year check-ins, and write/conduct end-of-year summaries for each member of the team
- Collaborate with the school psychologist for outside support services on campus. Maintain and update contracts as needed for outside services with the business office.
- Liaison with Lake Erie West ESC to provide recommendations to admin/academic leadership team about feedback on contracted employees and staffing needs
- Support students in a crisis situation as well as provide counseling on an as needed basis.

Specialist Responsibilities:

- Plan and implement strategic interventions and activities to meet the needs of identified Upper School students
- Delegate or work directly with identified students individually, in small groups, or within the classroom to develop and enhance specific coping skills and strategies specific to each student's diagnosis and needs, study skills, behavior modification strategies, and executive function assistance to students needing academic assistance
- In collaboration with advisors, monitor the progress of identified students and report monthly to classroom teachers, parents, and division head
- Liaison between school, college counseling, and parents regarding education plans, implementation of accommodations, and outside testing referrals.
- Collaborate with Upper School student support team to develop student programming as needed:
 - Small group study skills sessions
 - Coordinate a peer-tutoring program in the Upper School as well as assist with the Cauffiel Tutoring Program for Middle and Lower School students. Organize, train, and manage student-peer tutoring programs across divisions. Build relationships with area tutors so that when appropriate, students can be referred to community resources that fit their needs.

- Facilitate grade-level teacher meetings to discuss students and to balance scheduling and workload
- Develop a mentoring program. Build a cadre of willing friends of the school and parent volunteers who have the expertise, or who can be trained, to work one on one with students or in group settings, such as a supervised study hall, to support the development of positive study skills and habits

Skills:

- Strong leadership and interpersonal skills with the ability to lead people, provide direction, and navigate difficult conversations
- Ability to effectively direct, plan, implement, and evaluate programming in an academic environment
- Have an understanding of associated laws related to the mental health profession
- Have an understanding of school social work and ethical issues and practices
- Have an understanding of child development
- Ability to communicate effectively, both orally and written, with faculty, staff, parents, students, and outside agencies
- Ability to work collaboratively, particularly in diverse settings
- Excellent time management skills and ability to prioritize work
- Ability to be flexible and adapt to a high-intensity school environment
- Innovative problem-solving skills
- Deep understanding and demonstrated integration of DEIB practices
- Commitment to and understanding of students of all learning styles

Education and Experience

- Master's degree in counseling, psychology, or related field
- Certification in intervention specialist preferred
- Minimum of three years of experience working with students, faculty and parents

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

Equal Employment Opportunity

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, or veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

HOW TO APPLY:

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>
2. Email your documents in PDF format to hr@mvcds.org.
 - a. Documents needed:
 - i. [MVCDS Application](#)
 - ii. cover letter, resume
 - iii. three written professional letters of reference
 - iv. copy of college transcripts.
 - b. Please use the title of the position in the subject line of your email.

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child's learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

We believe in collaboration, innovation, and the power of community.