

**Director of the Academic Resource Center**  
**The Green Vale School**  
Old Brookville, NY

At The Green Vale School, we inspire and challenge Pre-Nursery through 8th Grade students to be their best, cultivating intellect, character, and confidence as a foundation for success. We are a joyful school community where every child is known.

For a position to begin in July of 2024, GVS is seeking a Director of the Academic Resource Center who will be an enthusiastic member of the Green Vale community. All faculty members are charged with ensuring that programming reflects and aligns with The Green Vale School's mission, values, and culture.

Position Description

The Green Vale School is seeking an experienced Director to lead our Academic Resource Center. The Director will provide professional leadership, guidance, and support to a multi-disciplinary team of talented specialized educators across all divisions. This individual should also be able to commit to providing robust and meaningful support and intervention to students with learning differences in a nurturing and supportive environment.

Essential Requirements:

- Five years of experience in Special Education
- Degree in Special Education, Masters required
- Commitment to and knowledge of diversity, equity, and inclusion
- Experience with supervision and effective management skills
- A collaborative team player
- Well-honed communication skills with both adults and children

Knowledge, Skills & Abilities:

- Experience with supervision, observation, and evaluation of Academic Resource Center staff (6 Learning Specialists, 2 Speech and Language Pathologists, 2 Occupational Therapists)
- Utilize expertise and experience in interpreting psychoeducational evaluation reports and developing Educational Support Plans outlining student strengths, needs, and recommended accommodations and interventions.
- Ability to coordinate/liaison with Public School personnel for CSE (Committee on Special Education) students including the whole referral process, arranging

classroom observations, on-site testing, and attendance at annual review and triennial meetings

- Meet with families and when appropriate, students, to design and finalize individualized Educational Support Plans that promote goal achievement and academic growth.
- Distribution of all IEPs (Individual Plans), with in-service training to classroom teachers and student Profiles for all ARC students to teachers
- Coordinate scheduling of ARC students with classroom teachers and providers
- Coordinate and consult with all outside professionals (private psychologists)
- Attend and contribute to weekly Child Study Team meetings for Early Childhood, Lower School, and Upper School
- Consult with teachers and implement curriculum modifications within the classroom (ongoing teacher consultations)
- Ability to proctor for all Learning Profile students for standardized testing (ERBs in grade 3, 4, 5 and SSATs in grades 6,7,8)
- Administration of Admissions testing for students with IEPs and 504 Plans
- Ability to consult with classroom teachers across grade levels in the teaching of alternative teaching modalities (RIT) and meeting the needs of individual students in all content areas.
- Knowledge of current trends and research in learning and assessment around Special Education

Candidates should email a cover letter, resume, and list of references to

[Jobs@greenvaleschool.org](mailto:Jobs@greenvaleschool.org)