



## Job Description: Founding Director of Student Support

### **Community. Growth. Freedom.**

Kansas City Girls Preparatory Academy addresses a community need for more opportunities for young women in neighborhoods that have been negatively impacted by historical de jure segregation and contemporary de facto segregation.

To confront the impacts of systemic racism and sexism, our mission has three core parts: develop young women to discover their voice, succeed in college, and lead impactful, meaningful lives.

We are building a team committed to shared values of community, growth, and freedom in partnership with young women on Kansas City's east side.

### **What makes working at KC Girls Prep unique?**

- *We are founders.* Every team member contributes to the growth of a new learning community. To provide opportunities for early engagement, team members can begin working a few hours a month as a planning consultant as early as January 2019.
- *Relationships are at the center of our work.* Academic success is only part of the equation. To be truly successful, students – and team members – need authentic connection with one another, their individual identities, and their deepest values. We use Restorative Practices and engage together in daily Social and Emotional learning to build the relationships that sustain us.
- *We build strong teams.* We know that students are best served by strong teacher teams, not just loosely connected classrooms. Girls Prep places teachers in the grade and content area that best meets students' needs and ensures the team's success. Teachers may also loop to the next grade level to support sustained student growth. Placement decisions are made with team input.
- *We focus on deep mastery of STEAM and literacy.* All staff engage in professional learning grounded in standards-based, vertically aligned curricula. This approach supports long-term mastery of rigorous conceptual knowledge, procedural skills and fluency, and the ability to apply them in novel contexts.
- *We are all learners.* Our team's growth is the most important predictor of our students' growth. We engage in nearly thirty days of development annually, not including weekly development, instructional coaching, and peer collaboration. We are looking for teammates who have the courage to take risks, make mistakes, and grow.

### **What are my roles and responsibilities?**

- *Engage families in support of Students with Disabilities and English Language Learners*
  - Actively build trusting relationships and seek partnership with families through consistent engagement, including home visits and participation in community events
  - Lead the IEP, 504, and eligibility meeting process with family members

- *Support Learning Support Specialists and Core Content Teachers*
  - Lead the Student Support Services team
  - Conduct daily classroom observations
  - Support the implementation of all student support plans including IEPs and 504s
  - Monitor and promote compliance with the Individual's with Disabilities Education ACT (IDEA) regulations, the Missouri Plan for Special Education, and the Local Compliance Plan.
  - Facilitate small group and whole staff professional development
- *Develop systems to ensure effective accommodations and modifications*
  - Develop IEPs and 504s directly linked to the standards-based grading system
  - Ensure students and teachers implement accommodations and modifications during instruction and assessment
  - Manage compliance of student support service files and management systems
- *Lead small group instruction (especially in founding year)*
  - Analyze data to identify trends for targeted support
  - Form intervention groups and directly facilitate small-group instruction
- *Build culture and be a caring team member*
  - Be authentic, caring, and vulnerable in order to build a trusting team where we can learn, grow, and struggle together
  - Support advisory teachers in developing advisory groups where young women can give one another support and challenge one another when necessary
- *Engage in collaborative learning*
  - Engage in daily practice with teammates to hone professional practice
  - Use daily formative assessments to drive collaborative planning
  - Engage in weekly, data-based coaching and planning cycles with teammates
  - Participate in collaborative curriculum development and adapt plans based on data
- *Perform other duties as assigned*

### **Who's an ideal candidate?**

- *Equity is at your core.* You bring a lifelong commitment to directly challenging inequities caused by racism, sexism, and other forms of oppression.
- *You want to help young women discover their voice.* You know the power for young women in developing a strong, positive self-concept and equally strong academic knowledge and skills. You can provide the supports for young women to serve as leaders for Kansas City and beyond.
- *You're a learner.* You leave your ego at the door and embody the incredibly steep growth curve we seek for every member of our community.
- *You're an influencer.* You hold extremely high expectations of yourself and your teammates. You communicate those expectations in a direct, caring, and motivating way. You engage teammates with humility and an unwavering, high bar of expectations.
- *You're an entrepreneur.* You bring the energy, adaptability, and results-focus necessary to thrive in a startup.

### **Certification Requirements**

- Valid Missouri certification in Special Education or Student Services
- Bachelor's degree from an accredited institution

## **Qualifications**

- Supervision experience within school environment
- Experience implementing IEP's and 504 accommodations
- Able to work extended school year and extended day hours
- Conversational or better knowledge of a world language is preferred but not required, especially Arabic, Burmese, French, Karen, Kinyarwanda, Somali, Spanish, Swahili, or Vietnamese.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing on a bike or wheelchair or moving/rearranging furniture. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the roles and responsibility of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being. While performing the duties of the job the employee may occasionally visit a child's home.

## **Compensation and Benefits**

Compensation is competitive, commensurate with experience. In addition, KC Girls Prep offers a generous benefits package including medical, dental, and vision coverage for individual employees, a 403b retirement plan option, Flexible Spending Accounts for medical and child care, planned breaks for one week at Thanksgiving, two weeks at Winter Break, one week in March, and two weeks at end of June/beginning of July.

## **Join our Founding Team!**

Please apply online: [www.kcgpa.org/join-our-team](http://www.kcgpa.org/join-our-team). If you have any questions, don't hesitate to reach out at [hiring@kcgpa.org](mailto:hiring@kcgpa.org).