



Columbus Academy

Director of Student Support Services

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Director of Student Support Services with responsibilities to begin on July 1, 2022. This position reports directly to the Head of School and is a member of the Administrative Team.

Qualifications (preferred candidates will possess many of the following qualities):

- Master's degree or higher in counseling, social work or psychology, with Ph.D. in psychology preferred
- At least five years of clinical or school counseling experience, with appropriate and current professional certificate/license
- Experience working with school-age children and adolescents
- Crisis management experience
- Knowledge of learning differences and accommodations
- Knowledge of local resources
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Manage multiple learning specialists and counselors, as well as record-keeping and program
- Interpret psychological educational testing
- Assist in the development of interventions for behavioral, psychological or academic issues for student ranging from age 3 through grade 12
- Ability to hold and conceive the entire scope of the program, across all divisions, similar to a Division Head in terms of leadership, time, schedule and student needs
- Work with Division Heads to evaluate members of Student Support Services
- Support the priorities of the school
- Work with the Admissions Committee and the College Counseling Office in managing content of student learning profiles
- Participate in Child Study Teams (CST) in all divisions
- Communicate with parent community (ERB score explanation, registration for testing and accommodations, leader for Mind/Brain Education)

Position Expectations (continued):

- Assist with faculty training regarding student support, consult with teachers and support services on academic issues, including accommodations for learning differences
- Regularly communicate with parents and outside professionals regarding treatment plans for students or for general consultations

Physical Conditions (candidates must be able to manage the following conditions):

- Classroom environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals in classroom, carry objects (no more than 40 pounds), etc.
- A non-smoking environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates apply online at

<https://columbusacademy.hrmdirect.com/employment/job-opening.php?req=1796338&&&nohd#job>.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.