

# Christ Episcopal School

## Heart to Heart Director

### Position Purpose:

The Heart to Heart Director will guide the inclusive special education program for students with Down syndrome at Christ Episcopal School, providing instruction that develops the whole student, including academic, behavioral, social, and life skills. This position provides leadership and vision to ensure continuous organizational development and improvement as well as guidance to Heart to Heart instructors and instruction for students. The position reports to head of school and serves as a resource to families, school personnel, and the Board.

### Director Responsibilities

- Provide leadership and vision to ensure continuous organizational development and improvement
- Coordinate with admissions to assist with student recruitment and tours for prospective students and their families
- Ensure standards and expectations remain current with industry best practices
- Coordinate schedule with outside service providers (speech, OT) to serve students in the Heart to Heart program
- Assist with the identification and implementation of professional learning opportunities for Heart to Heart staff
- Work with the appropriate parties to schedule necessary assessments for students in the Heart to Heart program and develop individualized programs based on assessment data
- Keep abreast of community services and resources; develop partnerships with parents, businesses/organizations, and other agencies in order to build awareness, develop support, and share resources
- Maintain a high level of knowledge regarding developing special education issues, changes in the laws and educational methods of educating students with disabilities
- Incorporate policies and procedures in accordance with laws and regulations. Ensures that all practices in the program are legal and ethical for each student/family so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success
- Provide accurate and timely data for evaluating outcomes for students with disabilities
- Train and provide instructional strategies for general education teachers who are working directly with students who are in the Heart to Heart program

### Teaching Responsibilities

- Provide academic, behavioral, and social support for students in the Heart to Heart program in their mainstream classrooms (in collaboration with mainstream teachers)
- Provide pullout instruction for students, with a focus on math, reading, and post-secondary life skills.
- Maintain accurate records of student progress academically, behaviorally, and socially
- Communicate regularly with parents of students to outline progress and ongoing challenges
- Collaborate with other Heart to Heart teachers to organize service projects and community involvement for students in the program
- Provide information about the Heart to Heart program and Down syndrome to CES faculty, staff, and students.
- Assist with community promotion for the Heart to Heart program
- Make recommendations to teachers regarding appropriate accommodations and adjustments required for the instruction of specific students

### Qualifications

- Bachelor's degree in related field
- Extensive experience working with students with disabilities (specifically Down syndrome)
- Ability to collaborate with leadership, faculty, and students effectively and consistently
- Strong interpersonal, communication, and organizational skills
- Highly organized and self-directed
- Enthusiastic, flexible, collaborative, and joyful