

## Lakewood City School District

### Director of Student Services

**Job Title:** Director of Student Services  
**Location:** Lakewood City School District, Ohio  
**Position Type:** Full-Time, 260-Day Administrative Contract  
**Application Deadline:** January 31, 2025  
**Start Date:** August 1, 2025

**Licensure:** Appropriate Administrative Licensure required.

#### Position Overview:

We are seeking an innovative and experienced **Director of Student Services** to lead and oversee all district services related to special education, centralized student registration, student health, counseling, psychological services, and other essential support programs that ensure student success. This is a critical leadership role responsible for shaping and implementing policies that provide equitable access to education and support for all students.

#### Key Responsibilities:

- Provide visionary leadership in the development and implementation of student services programs, including special education, Section 504, English learners, and mental health services.
- Collaborate with district administrators, school principals, teachers, and staff to develop and maintain support systems that meet the academic, behavioral, and emotional needs of all students.
- Ensure compliance with federal, state, and local regulations related to special education and student services, including IDEA, ADA, and Section 504.
- Oversee and manage the department's budget, staffing, and professional development initiatives.
- Engage with families and community stakeholders to enhance collaboration and communication around student support services.
- Advocate for equitable access to educational resources and inclusive practices across the district.
- Title IX Coordinator.
- Collaborate with building administrators to support the effective implementation of Individualized Education Plans (IEPs) and intervention strategies.
- Lead a team of special education coordinators/supervisors, school psychologists, counselors, and related service personnel.
- Support the district's strategic goals by aligning student services with district-wide initiatives, including equity and inclusion, multi-tiered systems of support (MTSS), and social-emotional learning (SEL).
- Provide leadership during crisis situations involving student welfare and safety.

#### Qualifications:

- Master's degree in Education, Special Education, Educational Administration, or a related field (Doctorate preferred, but not required).
- A valid Administrative License in the state of Ohio (or eligibility to obtain licensure).
- A minimum of 5 years of successful leadership experience in student services, special education, or related areas, preferably in a K-12 setting.
- Strong knowledge of IDEA, Section 504, ADA, and other relevant legislation.
- Demonstrated experience with managing special education programs, inclusive education practices, and multi-tiered systems of support (MTSS).

- Proven ability to foster collaborative relationships with staff, students, families, and community partners.
- Excellent organizational, leadership, communication, and decision-making skills.
- A commitment to equity, inclusivity, and meeting the needs of a diverse student population.

### **Salary & Benefits:**

- Competitive salary commensurate with experience and qualifications.
- Comprehensive benefits package, including medical, prescription drug, dental, and vision insurance.
- Professional development opportunities to support continuous growth.

### **How to Apply:**

Interested candidates should submit the following materials to Mr. Jeff Schlade, Director of Human Resources:

1. A cover letter detailing your qualifications and vision for student services.
2. A current resume or CV.
3. Three professional references.
4. A copy of relevant certifications and licenses, **AND**
5. Apply for vacant position by submitting an application via Applitrack at <https://www.applitrack.com/lakewood/onlineapp/default.aspx> by January 31, 2025. **Position Job ID # is 2873**

### **About The Lakewood City School District:**

The Lakewood City School District is a forward-thinking, multicultural public school district located on the south shore of Lake Erie, just west of Cleveland, Ohio. With over 4,000 students and nearly 30 different languages spoken in their homes, our diversity enriches our learning environment and reflects our commitment to inclusivity and equity. We are proud to serve a diverse community through our seven elementary schools, two middle schools, high school, a career center, and alternative school. As a student-centered district, we emphasize critical and creative thinking, communication, collaboration, a growth mindset, global awareness, and empathy. We actively seek to recruit the best and brightest professionals to join our dynamic team and help us continue to build a thriving, inclusive learning environment for all.

### **Equal Opportunity Employer:**

*The Lakewood City School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*