



An award-winning EL Education School in Washington, DC

High School Director of Student Services (DSS)

Capital City is looking for a talented professional to serve as High School Director of Student Services (DSS), with expertise and interest in both Special Education and an Inclusion model, to work with an experienced team. The DSS oversees the supports provided to Special Education students and English Language Learners (ELs) within our inclusion model. The DSS also enforces school policies as they relate to student discipline with our Special Education population. Capital City serves a diverse population and seeks a staff reflective of our student body.

This is a 12-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

The many and varied responsibilities of the DSS include:

- Supervise all inclusion staff, including Inclusion Teachers, the Speech and Language Pathologist, Counselors, Social Worker, and School Psychologist.
- Lead professional development around inclusion for the entire teaching staff.
- Monitor weekly consult time where inclusion staff meet with teaching staff to plan for instruction, monitor student goals, and discuss needs of unidentified students.
- Facilitate MDT and IEP meetings.
- Manage the development of the EL program in conjunction with the ELL Coordinator.
- Ensure compliance with all timelines and legal responsibilities.
- Work with teaching staff and Dean of School Culture to implement positive approach to discipline and school culture.
- Implement and enforce the school's discipline policy as needed, which includes suspending students for serious infractions and holding reentry meetings with parents, students, and teachers present
- Develop a high quality summer school credit recovery program and serve as Summer School Principal.

Requirements: A minimum of five years of middle/high school teaching experience with Special Education students and/or ELLs in an inclusion setting; Masters degree in education or special education; prior leadership experience in a teaching or administrative role. Special education

certification is strongly preferred, as is experience working with diverse student populations. Spanish speakers are strongly encouraged to apply.

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

To Apply: Email your resume and letter of interest to Belicia Reaves at capitalcityjobs@ccpcs.org. Please include the position title “HS DSS” in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 993 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City’s program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.