



Job Title: Director of Student Services	Reports To: Executive Director	
Start Date: July 2025	Duration: 12 months	FLSA: Exempt
NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We opened in August 2022 with 244 students in K-5. Following a slow growth model, we will grow to capacity with 796 students in K-8. In 2024-25, we have more than 320 students enrolled. Our population of students in Special Education is 15%.

We hold high expectations for ourselves as a staff team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We seek instructional leaders and staff that believe the same, and we encourage all applicants to familiarize themselves with our core tenets and school vision: www.sagecollegiate.org.

About the Role

Our Director of Student Services is responsible for overseeing the pre-referral and referral processes of Special Education, as well as managing the creation of, and execution of, Individualized Education Plans (IEPs) and 504 plans for students in special education and the creation, execution, and fidelity of our ELL, GATE, and RTI programs. Our Director of Student Services is a critical member of our school leadership team and will work closely with the Executive Director and Manager of Curriculum and Instruction to ensure a strong foundation for our Student Services support. The Director of Student Services will supervise Instructional Aides, specifically those that support students in Special Education, as well as the EL Coordinator and GATE Lead Teacher.

Like all Sage Collegiate staff members, the Director of Student Services is accountable for embodying our core tenant 'It Takes a Village' by building strong, positive relationships with scholars and families, using data to drive instruction and individualized support, and actively engage in collaboration with colleagues and professional development to improve their practices and skills.

All staff members participate in Summer Staff Development, weekly Professional Development sessions, and Professional Development and Data Days throughout the year. The Director of Student Services works closely with the Executive Director and Manager of Curriculum and Instruction and will be a part of a hard-working, mission-driven team of educators. The DSS will lead professional development specific to Special Education in support of all instructional staff's learning and compliance with state and federal Special Education laws.



Professional Responsibilities

- Assists in creation and execution of comprehensive schoolwide systems for monitoring all student progress
- Lead testing of all students who may be eligible for special education or ELL services and assures appropriate Individual Education Programs (IEPs) or 504-plans are put in place to provide them with specialized instruction, support, and special education services
- Ensure school complies with all state and federal special education laws.
- Identify all qualified students and connects them to the appropriate special services.
- Serve on school leadership team, working closely with the Executive Director to create staff schedules and monitor compliance and special education service implementation.
- Collaborate with Executive Director to set vision for special education and (RTI) programming and oversee Response to Intervention (RTI) process.
- Create and execute engaging lessons that support all special needs such that they consistently meet and exceed their IEP goals.
- Lead ELL testing process through the application and support of WIDA Screeners and ACCESS for ELL students
- Manage weekly meetings with teachers and leadership team monitoring student progress, coordinating the RTI process, and any testing necessary.
- Collaborate with Student Support Services Providers and Lead Teachers in coordinating support schedules for all students with special needs.
- Manage parent relationships for all students receiving special services.
- Ensure compliance with state mandated reporting pieces and internal/external audits.
- Complete other tasks as directed by Executive Director.
- Actively participate in regular Professional Development, including Summer Staff Development, weekly Grade Level Team Meetings (as needed), and ongoing Whole Team Professional Development.
- Participate in additional school activities including field trips, intensive academic support sessions, and other required programs as needed throughout year.
- Participate in school-related community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year.
- Willingness to work hard and the flexibility to work through start-up challenges.
- Complete all administrative requirements by given deadlines.
- Work collaboratively with Executive Director, school leadership team, and entire school staff toward mission
- Consistently model Sage Collegiate's core values

Professional Requirements

- Bachelor's degree is required; Master's degree is preferred.
- Valid Nevada State Special Education certification is required. (Evidence of having applied by June 1, 2025 is acceptable.)
- Minimum of two years of teaching experience in Special Education in an urban public school is required.
- TESL Certification preferred but not required.
- Bilingual (English and Spanish) is preferred.
- Belief in and alignment with Sage Collegiate's core beliefs and educational philosophy is non-negotiable.
- CPI trained is preferred.



Physical Requirements

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.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Commitment to Diversity

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.

Hiring Process

Sage Collegiate seeks dedicated, focused applicants who are ready to take on the challenge of founding a new public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support our students. All offers of employment are contingent on successful passing of a background check. The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions
2. Phone Interview
3. For Instructional Roles: Project Task and Sample Lesson/Observation with reflection and feedback session
For non-Instructional Roles: Performance Tasks with reflection and feedback session
4. Reference Check
5. Final Interview

In alignment with our core tenet, Lead with Urgency, we aim to complete the application process for candidates within a three-week timeline.

Salary & Benefits

The starting salary, with benefits, for this role is: \$75,000. Sage Collegiate Public Charter School offers a competitive salary, comprehensive health benefits, and retirement benefits. Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

Application

To apply, send your resume and optional cover letter to Sandra Kinne, Founder and Executive Director by email at skinne@sagecollegiate.org with the subject line of the position for which you are applying.