# Student Support Team (SST) Coordinator

South Merrimack Christian Academy | Merrimack, New Hampshire

Part-time, up to 32 hours per week

Reports To: Head of School

## Position Summary

The Student Support Team (SST) Coordinator provides leadership and oversight for the school's Multi-Tiered System of Supports (MTSS) and coordinates services designed to help students achieve academic, social-emotional, and behavioral success. This position serves as the primary resource for teachers, families, and administrators regarding student support needs and is responsible for developing systems that ensure students receive appropriate interventions, accommodations, and advocacy.

The SST Coordinator collaborates with faculty, families, and outside professionals to strengthen student support practices, promote student success, and ensure consistent implementation of support plans across the school.

## Essential Responsibilities

### Tier 1: Teacher Support and Capacity Building

- Support teachers in implementing effective instructional, behavioral, and classroom support strategies.
- Provide consultation regarding accommodations, differentiation, and student learning needs.
- Assist teachers in identifying and addressing student concerns through proactive intervention.
- Facilitate professional development related to student support, learning differences, accommodations, and intervention practices.
- Collaborate with school leadership to strengthen school-wide support systems and student success initiatives.

### Tier 2: Intervention Coordination and Student Support

- Coordinate the Student Support Team (SST) process and facilitate student support meetings.
- Assist in identifying students requiring targeted academic, behavioral, or social-emotional interventions.
- Develop, monitor, and review student support plans and intervention strategies.
- Coordinate progress monitoring and communicate outcomes with teachers and families.
- Ensure appropriate follow-through and implementation of intervention plans.

### Tier 3: Individualized Student Support

- Coordinate and maintain Individual Support Plans (ISPs), accommodation plans, and related student support documentation.
- Ensure accommodations and support plans are communicated and implemented consistently.
- Serve as the primary liaison for families regarding student support services.
- Coordinate communication with outside professionals, evaluators, and service providers as appropriate.
- Advocate for students with significant academic, behavioral, social-emotional, or executive functioning needs.
- Maintain accurate and confidential student records.

## Leadership Expectations

- Provide leadership for the school's student support framework and related processes.
- Develop and maintain systems that promote consistency, accountability, and effective communication.
- Analyze student support data and identify trends, needs, and opportunities for improvement.
- Collaborate with administrators regarding student support programming, resource allocation, and strategic planning.
- Support the continued growth and effectiveness of student support services across the school.

## Qualifications

- Bachelor's degree required; Master's degree preferred in Education, Special Education, School Counseling, Educational Leadership, or a related field.
- Experience working with students who have diverse academic, behavioral, and learning needs.
- Demonstrated ability to collaborate effectively with teachers, families, and support professionals.
- Strong organizational, communication, and problem-solving skills.
- Knowledge of MTSS frameworks, accommodations, intervention strategies, and student support best practices.
- Commitment to the mission, vision, and values of South Merrimack Christian Academy.

## Characteristics of Success

The successful candidate will be a collaborative leader who builds strong relationships, develops effective systems, supports teachers, partners with families, and advocates for students. This individual will help ensure that every student is known, supported, and provided opportunities to thrive academically, socially, emotionally, and spiritually.

## How to Apply

To learn more or submit your résumé, email employment@smcanh.org. Please include the position title in your subject line.