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Barnstable Public Schools – Hyannis, Massachusetts

EXECUTIVE DIRECTOR OF SPECIAL EDUCATION (#500483) Administration

- Job ID: 2884160 www.SchoolSpring.com
- Posted : January 19, 2018
- Starting Date: July 1, 2018

Job Requirements

- Terms of Employment: 12 month position, individual contract to be negotiated
- Salary: To be negotiated in accordance with School Committee terms and conditions.
- At least 7 years of relevant experience preferred
- Doctorate degree preferred
- Citizenship, residency OR WORK VISA IN United States required

Job Description

Position: Executive Director of Special Education

Job Goal:

Responsible for District special education programming in accordance with School Committee policy, goals, and objectives; Massachusetts Department of Elementary and Secondary Education rules and regulations; and federal laws and regulations.

Reports to: Superintendent of Schools

Qualifications:

- Advanced degree in administration or a closely related field from an accredited college or university. Doctorate preferred.
- Valid Massachusetts educator license as Special Education Administrator.
- Seven years of supervisory/administrative/leadership experience in the field of special education.
- Demonstrated experience in development and implementation of programs to support students with disabilities.
- Demonstrated experience in high level complex problem solving, building leadership capacity, managing and contributing to large scale organizational change.
- Demonstrated knowledge of special education service delivery in public school settings and out of district placements.
- Ability to work cooperatively with district offices and principals to develop district strategies to meet the needs of students with disabilities.
- Ability to engage in and contribute to senior management-level discussions concerning policy and guidance of the District.
- Experience in using data at the school/district level to analyze trends in student achievement.
- Demonstrated knowledge of data analysis to support professionals in improvement planning, goal setting, and continuous improvement activities.
- Proficient in the use of technical computer applications, including Aspen, Microsoft Office, Excel, Word, and PowerPoint.

Performance Responsibilities (included but not limited to)

- Aligned with the district's vision and core values, leads the strategic direction for special education, and oversees the development and implementation of long-term goals and objectives for all areas of oversight.
- Ensures implementation of research-based programming to support student learning, increased student engagement and academic outcomes for students with disabilities.
- Oversees the work to develop and align strategies for schools and staff to promote increased and improved opportunities and experiences for students with disabilities, resulting in high quality standards based instruction.
- Participates in monitoring improvement from schools, works with stakeholders to proactively inform district-level policy and practice relating to special education services.
- Facilitates a collaborative approach to support student success through programs and services involving family and community engagement.
- Develops strategic alliances and works collaboratively with educational agencies, community members/organizations and other stakeholders. Ensures compliance with relevant Federal and State regulations.
- Provides appropriate supervision, evaluation, mentoring, and professional growth and development opportunities to assigned staff. Advises building administrators in the recruitment, selection, and assignment of all special education personnel.
- Communicates information on programs, services, and regulations to school personnel, parents, the district, and other districts for the purpose of understanding the program.
- Prepares and manages grants and general funds for special education services, submitting spending plan and progress reports within timelines.
- Directs the Medicaid Administrative Claiming process and the billing of Medicaid eligible special education services provided by the district, for the purpose of gaining fiscal resources.
- Advises Superintendent in the collective bargaining process.
- Other duties as assigned by Superintendent.

Equal Opportunity Employer

Barnstable Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Application Question

1. How does your experience prepare you for the responsibilities of this job?

Contact Information

- Town of Barnstable Human Resources
- 230 South St.
- Hyannis, MA 02601

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