

Bay Path University Graduate Special Education Administrator Program - East Longmeadow/Concord

**Adjunct Instructor - Communication and Interpersonal Skills** - February 26, 2018-June 23, 2018

Bay Path University is seeking an experienced adjunct instructor to develop and teach this hybrid (on ground and online), three credit, graduate level course. The class will meet on ground on four Saturdays for a half day (morning or afternoon).

This course will enable participants to self-reflect and formulate their personal vision on ways to promote equity and fairness, and closing the proficiency gap while maintaining a safe and caring environment. The course will include developing a cohesive approach to human resource management, family, and community engagement, and the importance of keeping lines of communication open and transparent with parents and stakeholders in order to build a trusting team. Participants will learn how to interact and contribute in a culturally diverse emerging environment, as well as learn the techniques to diffuse situations to avoid conflict and strategies for effectively engaging participants in conversations related to school matters.

**Adjunct Instructor - Organizational Management** - February 26, 2018-June 23, 2018

Bay Path University is seeking an experienced adjunct instructor to develop and teach this hybrid (on ground and online). The class will meet on ground on four Saturdays for a half day (morning or afternoon).

This course will explore ways to create comprehensive intervention systems that meet the needs of all participants and ways to systematically monitor, evaluate, and assess the effectiveness of district or private school goals. Plans and procedures to address safety, health, and student needs in a caring environment will be explored. Content will include understanding state and federal laws and mandates, ethical guidelines, and school committee policies. The importance of effective communication will be discussed as well as the importance of securing staff commitment to core values, the mission statement, and a shared vision. Participants will explore effective time management and scheduling techniques, reflect on personal experiences, examine current practices, and discuss student and staff accountability.

Qualifications: Doctorate and previous experience teaching graduate level and online courses preferred. **Extensive experience in special education required.**

Applicants for these positions should apply on line to [www.baypath.edu](http://www.baypath.edu)

Salary - \$3500 (includes \$500 for course development). Deadline for application: December 22, 2017