

Assistant Director of Special Education Planning & Policy - (170002M2)

Description

The Assistant Director for the Special Education Planning and Policy (SEPP) unit within the Department of Elementary and Secondary Education's Office of Special Services assists in the oversight and leadership of initiatives to support school districts in providing special education and related services to the more than 150,000 students with disabilities enrolled in public education programs throughout the Commonwealth. The unit's activities are responsive to the ESE's general supervision responsibilities under the federal Individuals with Disabilities Education Act (IDEA), and state responsibilities outlined in state education laws including M.G.L. c. 71B.

The core strategies that SEPP uses to accomplish its mission are:

- increasing public knowledge regarding special education and students with disabilities,
- engaging in focused and strategic planning and use of funds,
- developing, modeling, and disseminating best practices,
- promoting communication and collaboration, internally and externally, and
- supporting effective compliance to improve outcomes for students.

The assistant director supports the development and implementation of multiple intra- and inter-agency policy and programmatic initiatives in service of these responsibilities. The assistant director works to make sure that the concerns and special considerations related to students with disabilities, with a focus on the key tenets of special education and Results Driven Accountability, are a part of all major education policy discussions and activities, inclusive of implementation of the Every Student Succeeds Act, implementation of the statewide student assessment system, and other activities related to education in Massachusetts.

The assistant director provides leadership for policy development and implementation, general supervision, fiscal requirements and supports, professional development opportunities and initiatives, and networking to support state and federal requirements for special education. To do so, the assistant director provides vision, leadership, direction, and supervision to staff in the evaluation, planning, research, development, and implementation of

multiple projects to support the effective translation of the complex state and federal requirements related to the provision of appropriate services for students with disabilities into operational realities across the Commonwealth.

The selected individual will perform the following duties:

assist the SEPP Director by providing leadership to and supervision of SEPP supervisors as they support staff in the implementation of special education projects and priorities;

with the SEPP Director, provide leadership to the SEPP team on promoting cultural competence and increasing racial equity in special education;

provide technical assistance and feedback to SEPP staff and other ESE staff on matters related to special education policy, laws and regulations, and best practice;

interpret and implement general supervision responsibilities under the Individuals with Disabilities Education Act, M.G.L. c. 71B, and related laws and regulations;

review and approve administrative and technical guidance documents;

serve as the Commissioner's and/or State Director's designee on interagency commissions, workgroups, councils, and project teams;

coordinate all aspects of the Massachusetts State Performance Plan/Annual Performance Report for special education, inclusive of data reporting and analysis, target setting, program implementation, and stakeholder engagement; perform other related duties, as assigned.

Preferred Qualifications:

The successful candidate will possess:

--a Master's degree in education or public administration;

--minimum of five years experience in education or public administration,

--inclusive of experience working in the field of special education in a public school district;

--ability to analyze and determine the applicability of program data, to draw conclusions and make appropriate recommendations;

--knowledge of the principals and practices of effective management, including planning, organizing, directing, motivating, controlling and decision-making;

--knowledge of principles, practices and techniques of supervision and organizational behavior;

--knowledge of principles and practices of budgeting as it relates to program and/or project management;

--excellent oral and written skills, including preparing detailed reports;

--capacity to forge effective relationships with diverse populations and leaders of other agencies;

--ability to select and develop staff;

--experience supervising, training, and motivating staff to effectively perform/complete their work;

--ability to understand, apply and interpret the provisions of the laws, rules, regulations, standards and guidelines governing agency operations;

--ability to maintain accurate records;

--experience working successfully within an environment with multiple activities and deadlines;

--experience handling personnel matters;

--experience interpreting state and federal laws and regulations related to special education and other programs serving Massachusetts school students; and

--ability to use technology to support data analysis, conduct research, and generate reports.

Qualifications

** Questions regarding this posting or the application process should be referred to Dawn DeRoche at dderoche@doe.mass.edu or 781-338-6101.

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least five years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Official Title: Administrator VI

Primary Location: United States-Massachusetts-Malden - 75 Pleasant Street

Job: Management

Agency: Department of Elementary and Secondary Education

Schedule: Full-time

Shift: Day

Job Posting: Apr 28, 2017, 9:44:54 AM

Number of Openings: 1

Salary: 41,017.08 - 110,887.20 Yearly

If you have Diversity, Affirmative Action or Equal Employment

Opportunity questions or need a Reasonable Accommodation, please

contact Diversity Officer / ADA Coordinator: Sarah Harding - 617-988-6604

Bargaining Unit: M99-Managers (EXE)