



# DUXBURY Public Schools

Danielle Klingaman, Ed.D.  
*Superintendent*

Elizabeth Wilcox, Ed.D.  
*Assistant Superintendent*

The Duxbury Public Schools is seeking highly qualified candidates to apply for the position of Special Education Administrator Team Chairperson at Duxbury Middle School for the 2022-2023 school year.

## **Qualifications:**

- Licensed, or eligible for administrative licensure, by the Massachusetts Department of Elementary and Secondary Education; Special Education Administrator preferred
- Master's Degree
- At least 5 years of experience in special education
- Experience in a public school environment; experience as team chair preferred
- Demonstrates knowledge of current special education laws, inclusionary practices, and managerial skills.
- Extensive knowledge of IEP process

**Terms of Employment:** 12-month position

## **Essential Functions of the Role:**

### **Supervision and Evaluation**

- Evaluate special education teachers, related service providers and Instructional Assistants (IAs)
- Support Scheduling of IAs for service delivery
- Support the development and refinement of Specialized Learning Communities to support students with disabilities
- Supervision of Extended School Year program staff

### **Team Meeting Process**

- Meet state and federal regulation through observation, monitoring, and facilitation of the provision of Free and Appropriate Public Education (FAPE) for identified students through the IEP Team meeting process
- Obtain consents for initial and triennial evaluations; Schedule student special education process meetings
- Monitor placement and progress in the least restrictive program. Conducts and chairs all Manifestation Teams for special education students who have been suspended from school for more than ten (10) days.
- Participates in case conferences concerning individual students, as needed.
- Keeps informed of all state and federal legal requirements governing special education.
- Serves as a consultant to the district's professional staff pertaining to the education of children with disabilities.

### **Budget Development**



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- Authorized to commit district resources
- Assist in budget development, implementation, and monitoring

## Data Collection

- Support data collection processes to track and monitor student progress
- Utilize the existing Student Data Management System (SDMS) to assure appropriate documentation of services.
- Initiate data entry for all students referred for evaluation, receiving services, terminated from services, etc.
- Utilize SDMS to monitor & address any compliance issues that may arise.

## Family and Community

- Facilitate parent participation in special education meetings
- Attends Special Education Parent Advisory Council Meetings (SEPAC)
- Attends other evening events as necessary

## Additional Responsibilities:

- Coordinate and oversee Extended School Year (ESY) program and manage day to day operations
- Attends all staff meetings and individual meetings with the Director of Special Education to ensure that all special education students are receiving a free and appropriate public education (FAPE).
- Perform all other duties as deemed necessary by the Superintendent of Schools and Director of Special Education.

**EVALUATION:** Performance will be evaluated by the Director of Special Education with input from Building Principal.

*The Duxbury Middle School is committed to providing a safe and secure academic and social environment for students, and to fostering a school community that promotes respect, dignity, and a healthy life balance. Duxbury Middle School community is comprised of 715 students and over 100 dedicated staff members. We welcome applicants with a diverse background and experiences that can contribute to creating a positive learning environment for all students.*

*Duxbury Public Schools believes that each student's unique identity must be affirmed in order to support a welcoming school-community that engages and empowers all learners. We are committed to the long term work of dismantling systems of inequity in our community to provide obstacle free access to education and 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.*