

Executive Officer of Special Education and Related Services

REPORTS TO: Superintendent of Schools

BRIEF JOB DESCRIPTION: The Executive Officer of Special Education and Related Services assists with the implementation of the Springfield Public Schools' (SPS) Strategic Plan, serves as overseer of the Special Education and Related Services Department and acts as an instructional leader for the district. The Executive Officer of Special Education and Related Services provides the instructional and programmatic leadership that creates, implements, maintains, and enhances excellence, scholarship, achievement and equity for all students. As a collaborative member of the SPS leadership team, the Executive Officer of Special Education and Related Services ensures that all students have access to critical support and specialized services yielding to the highest possible levels of student achievement in all areas.

PRIMARY FUNCTIONS OF THE JOB:

The Executive Officer of Special Education and Related Services is a collaborative and motivated individual who:

- Provides leadership to ensure understanding and promotion of the educational goals of the district and the Springfield Public Schools' Strategic Plan;
- Supervises the implementation and compliance of all aspects of 603 C.M.R. 28.00;
- Supervises the implementation and compliance of all aspects of the Individuals with Disabilities Education Act;
- Supervises the implementation and compliance of all aspects of the Americans with Disabilities Act Section 504;
- Supervises compliance with Office of Civil Rights; the Department of Elementary and Secondary Education, and other related agencies;
- Develops and monitors programs and services for all students with disabilities to improve academic and postsecondary outcomes;
- Develops and manages an average of a \$26 million dollar budget including development and oversight of approximately \$7.5 million dollars in competitive and entitlement grant funding, school based Title 1 allocations and tuition reimbursement funding as well as general fund allocations;
- Administers multiple departmental budgets; approving the forecast funds needed for staffing, equipment, materials and supplies; approve expenditures and implement; budgetary adjustments as appropriate and necessary; monitoring department budget and procurement process
- Leads the SPS implementation of Positive Behavioral Intervention Systems/Supports;
- Leads the SPS implementation of the City Connects Program and provides supervision over district wraparound efforts;
- Supervises all Nursing and Health Services and Programs;
- Develops the SPS Special Education and Related Services Department into a high performing department providing curriculum and professional development that is aligned, articulated, coordinated, and disseminated throughout the district in pursuit of high student achievement as measured on the MCAS, school based and district assessment, graduation rates and postsecondary outcomes;
- Develops and provides professional development for Administrators, Teachers,

Paraprofessionals and other district staff in all areas pertaining to special education and related services, programs and requirements;

- Plans, directs and coordinates department work activities; establishes appropriate service and staffing levels; assigns projects and programmatic areas of responsibility; allocates resources accordingly; reviews and evaluates work methods and procedures; meets with key staff to provide direction and to identify and resolve problems;
- Participates in district-wide decision making activities and working directly with the Superintendent to identify issues and practices that affect the future of the district;
- Supports the school based leadership to ensure high quality implementation of the schools' educational design, including standards, assessments, instructional guidelines, and the school culture;
- Assists school leaders in monitoring and evaluating effectiveness of programs as well as identifying and acquiring appropriate program resources to ensure that curricula, services and programs are student-focused and aligned with school's missions, core values, academic standards, and strategic goals;
- Oversees the supervision, selection and assignment of Special Education and Related Services Administrators, Evaluation Team Leaders, School Psychologists, Nurses, and Programmatic Specialists;
- Completes special projects as assigned, assisting administrators with problem identification and solution, and developing written reports as appropriate;
- Responsible for ensuring the fidelity of implementation of the evaluation system for Special Education and Related Services personnel;
- Serves as a member of the Superintendent's Cabinet and any other committees assigned by the Superintendent;
- Represents the district at a variety of outside boards and agencies as designated by the Superintendent;
- Performs other tasks and assumes other responsibilities as may be assigned by the Superintendent or the Assistant Superintendent.

EDUCATIONAL & JOB EXPERIENCE REQUIREMENTS:

- 1.Master's degree in education or related field required; advanced degree preferred;
- 2.Minimum five years successful experience as a Special Education Administrator;
- 3.Minimum of ten years experience in education, including successful teaching or related experience in Special Education, school building and central office administrative experience; or any combination of experience and training that provides the required knowledge, skills, and abilities;
- 4.Must possess MA Department of Elementary and Secondary Education licensure as Administrator for Special Education;
- 5.Thorough knowledge of concepts and principles of special education, multi-tiered systems of support, curriculum and educational practice;
- 6.Demonstrated administrative success in an urban school district setting;
- 7.Demonstrates excellent oral and written communication skills and exhibits strong analytical and problem solving skills;
- 8.Ability to develop and administer department goals, objectives and procedures;
- 9.Demonstrates knowledge and ability in budget development and implementation;
- 10.Thorough knowledge of federal, state and local laws; including statutes, regulations, rules and School Committee policies relating to education and special education;
- 11.Knowledge of national and state educational goals and objectives, current research, trends, and methods in the fields of curriculum and instruction and special education.
- 12.Skills in providing leadership resolution of complex problems and issues and experience and skills in directing professional, technical and administrative support staff;
- 13.Ability to establish and maintain effective working relationships with those contacted in

the course of work including district administrators, staff, various private and public agencies, the public and other interested groups;

14. Extensive experience in the principles of supervision, training and performance evaluation;

15. Demonstrates the ability to work effectively with administrators, teachers, staff, and parents in a diverse school community;

16. Demonstrates a strong commitment to public education, demonstrated leadership in school administration, extensive knowledge of curriculum and instruction and assessment, and high standards for student achievement; and

17. Demonstrates high integrity and an exceptional work ethic.

ADDITIONAL INFORMATION

Work Schedule – 260 days per year

Salary commensurate with experience and qualifications: \$110,000 to \$140,000

This is an exempt position

- Citizenship, residency OR WORK VISA IN United States required