

HINGHAM PUBLIC SCHOOLS

HINGHAM, MASSACHUSETTS

VACANCY: Executive Director of Student Services

Job Description

Title: Executive Director of Student Services

Reports to: Superintendent

Summary:

The Executive Director of Student Services coordinates all Student Services programming, including special education, nursing, English Language Learners, guidance, and counseling within the District. They ensure compliance with Special Education laws and regulations at the state and federal levels. They manage and support, with principals, all special education, guidance, counseling, and nursing personnel. They develop a vision for special education, guidance, and counseling programming with the school community, including short-term and long-term goals based on ongoing program evaluation. Funding opportunities are sought via state, federal, and private grant applications to support innovative programs that enhance the educational process within the Hingham Public Schools.

Qualifications:

- Minimum of a Master's Degree in a relevant discipline from an accredited college or university; advanced degree preferred.
- Licensed as Administrator of Special Education-All Levels by MA DESE.
- Previous educational administration experience is preferred.
- Minimum of five years of successful teaching experience in a public school special education setting.
- Effective written and verbal communication skills.
- Knowledge of Massachusetts and federal education laws/regulations in special education.
- Ability to collaborate with families and community members of diverse cultural and educational backgrounds.
- Knowledge of best practices in curriculum and research-based programming for special education.

Essential Duties and Responsibilities:

Program Development

HINGHAM PUBLIC SCHOOLS

VACANCY: Executive Director of Student Services

- Anticipates programming needs and develops programs to meet student's needs in the least restrictive environment.
- Supports the development of inclusive programming for students with disabilities by building a common vision among the community, staff, students, families, and leadership that outlines both short-term and long-term goals to meet the needs of students with disabilities.
- Provide leadership in developing, implementing, and evaluating special education and services to meet identified student needs in a culturally responsive learning environment.
- Development of an Instructional Student Support Team (ISST) in all buildings, training staff, and technical support of staff to support a tiered level of student support activities in all buildings before referral to determine eligibility for special education services, including active monitoring of the District's implementation of its multi-tiered system of supports.
- Collaborates with District committees, including the Equity Task Force and Wellness Committee, to represent the needs of students with disabilities and the student services department.
- Coordinates and manages home services for students on the Autism Spectrum, special education summer services, and early childhood administration.
- Coordinates all tutoring required due to hospitalizations or extended medical care needed at home.
- Stay current regarding evidence-based practices, policies, and procedures by engaging in high-quality, relevant professional development and training.
- Participates in developing the District's Strategic Plan, monitors the plan's implementation concerning Student Services, and provides updates to the School Committee.

Staff Development and Supervision

- Supervises and evaluates administrators and other staff in Student Services as directed.

HINGHAM PUBLIC SCHOOLS

VACANCY: Executive Director of Student Services

- Mentors Principals in support of equitable special education programming, Multi-tiered System of Support, instructional leadership, and student data management to make informed decisions and ensure equity and access for all students.
- Coordinates training for paraprofessionals and Student Services personnel in conjunction with other school and district leaders. Assess staff training needs regularly and arrange professional development training for paraprofessional and Student Services personnel aligned with research-based best practices.
- Assists in recruitment, selection, and recommendation for recruiting of diverse Student Services staff.
- Chairs search committees for District administrative positions as directed by the Superintendent.
- Participates in contract negotiations as directed by the Superintendent.
- Organizes, plans, and delivers professional development to support mandatory training for educators, paraprofessionals, and other service providers.
- Collaborates with the Coordinator of Transportation on budget, staffing, and student transportation provisions needed to accommodate students.
- Provides annual training for van and bus drivers.
- Hold regular meetings with all relevant professional staff to ensure consistency in completing procedural requirements and meeting student needs
- Collaborates with district nurses to ensure the medical needs of all students are met.
- Collaborates with district and school leaders to supervise and plan the district's guidance, counseling, and social-emotional learning program.

Community Engagement

- Consult with staff, parents, and outside agencies regarding student services, special education students, and programs offered, including an ongoing collaboration with the district SEPAC and other parent organizations.

HINGHAM PUBLIC SCHOOLS

VACANCY: Executive Director of Student Services

- Collaborates with families and community in developing a vision for the special education programming in the district, including problem-solving to support families and districts in strengthening current services for students with disabilities.
- Maintain positive relationships through collaboration with parents/guardians, SEPAC, state agencies, and community organizations to support positive student outcomes.

Fiscal Management

- Works closely with the Assistant Superintendent of Finance and Operations and the Superintendent in ensuring solid fiscal practices and compliance with State and Federal regulations and District policies. Provide necessary training to ensure staff compliance.
- Identifies, writes, and manages competitive and non-competitive grant opportunities.
- Develops, prepares, and administers special education budgets with district administrators and monitors monthly expenditures.
- Monitors preparation of Circuit Breaker submission and Medicaid reimbursement.

Compliance

- Ensures compliance with local, state, and federal laws and regulations regarding special education, Section 504 regulations, and civil rights.
- Monitors staff caseloads and student progress.
- Support staff allocation to meet students' needs, including identifying paraprofessional needs across schools.
- Present as decision-maker/case preparer for all rejected IEPs through the mediation process and formal hearing; works closely with school and parent attorneys to negotiate settlement agreements.
- Responsible for accepting, logging, and assigning all referrals submitted for evaluation, maintaining a system-wide register of all students referred, evaluated, terminated, and currently in service, and maintaining this information within the student data management system.
- Develops and maintains complete and cumulative individual paper records of all children receiving special education services.

HINGHAM PUBLIC SCHOOLS

VACANCY: Executive Director of Student Services

- Serves as the District's point of contact for children identified under McKinney-Vento or foster care.
- Responsible for city-wide Child Find efforts, as required by special education regulations.
- Collaborates with other school and district leaders to prepare for annual city-wide preschool and Kindergarten screening.
- Ensures compliance with Massachusetts Laws related to school attendance/discipline issues/compliance with Student Record Regulations, provides in-service training and technical support on Student Record Regulations.
- Assists in developing all school policies, as directed by the Superintendent.
- Assists with investigations involving civil rights violations, bullying, and harassment as directed.
- Complete all reports required by the district and the MA Department of Elementary and Secondary Education, including, but not limited to, end-of-year reports, annual program plans, and grant reports.

Other

- Performs any other duties as directed by the Superintendent.

Applicants must submit all documentation via Schoolspring including three letters of reference, transcripts, cover letter, resume, and licensure.

Employment and Benefits Information: Please see [link](#) for information on employment and benefits in the Hingham Public Schools.

Hingham Public Schools does not discriminate in its educational and/or operational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

HINGHAM PUBLIC SCHOOLS

VACANCY: Executive Director of Student Services

Posting Date: