

Southbridge Public Schools

Assistant Superintendent of Student Services (Assistant Superintendent of Student Services)

JOB POSTING

Job Details

<i>Title</i>	Assistant Superintendent of Student Services
<i>Posting ID</i>	Assistant Superintendent of Student Services
<i>Description</i>	Background on Southbridge Public Schools

Southbridge Public Schools (SPS) serves approximately 2,200 students in five schools and employs nearly 330 educators and staff. In January 2016, the Massachusetts Board of Elementary and Secondary Education designated SPS chronically underperforming (Level 5), placing the district in state receivership. The third district to be placed in the Commonwealth's Level 5 accountability status, this is an exciting time of change and transformation in SPS. In March 2016, the Commissioner of Elementary and Secondary Education appointed Dr. Jessica Huizenga as the Receiver for the district. Dr. Huizenga and the Commissioner introduced a rigorous turnaround plan which will guide the district's turnaround efforts for the next three years.

More information about the district's turnaround efforts can be found [here](#).

Role & Responsibilities

Reporting to the Receiver and serving as an integral member of the Cabinet, the Assistant Superintendent of Student Services is responsible for leading SPS special education, English language learners (ELs), SEL & Parent and Family Engagement to ensure high quality instruction and services that emphasize inclusion in the general education setting, individualization, and tiered interventions. The position ensures district-wide compliance with state and federal laws. The Assistant Superintendent of Student Services is accountable for supporting school leaders and educators in closing achievement gaps for EL students and students with disabilities.

This is an ideal position for a focused turnaround leader with a proven track record of improving student achievement and outcomes for ELs and students with disabilities. The Assistant Superintendent of Student Services will work hand-in-hand with the Receiver and other cabinet members to implement the district's turnaround plan and to build and manage a fast-paced and dedicated team that works together to provide the children and families of the SPS with the highest possible level of education and service.

The following outline of responsibilities is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle elements of the position.

The Assistant Superintendent of Student Services will:

- Serve as a key member of the Cabinet Team to formulate and implement policies and strategies that meet the vision and goals of the District
- Manage and develop a central office team including the Director of Parent and Family Engagement, Director of EL Services, and Director of Special Education & SEL.
- Serve as a strategic advisor, functional expert and thought partner to the Receiver, Cabinet and principals regarding providing the highest-quality education to all Southbridge students, with particular attention to students with IEPs, 504 plans, and ELs.
- Manage a large change effort within the district and build a strong organizational culture within and across departments
- Oversee systems related to family engagement and Tiered Systems of Social and Emotional Supports district wide (SEL), including wrap-around services and community partnerships that support SEL district wide
- Foster and actively promote a culture of inclusiveness for all students across the district

Policies, Compliance, & Achievement:

- Direct and manage consultants and staff to develop effective systems to support students with IEPs and ELs
- Develop and implement plans to ensure compliance and responsiveness to federal and state special education law, procedures and protocols
- Develop clear, specific, and ambitious performance targets and evaluates progress of Pupil Services programs and initiatives; holds parties accountable; and helps adjust strategy and approach accordingly to achieve success
- Sustain high learning expectations for all students with IEPs, 504 plans, and ELs and enhance the consistency and rigor of classroom instruction
- Lead the team to increase the compliance rate for eligibility and annual meetings
- Partner with other district staff to design and implement a district-wide plan so that IEPs and 504 plans are aligned to the MA Curriculum Frameworks, as well as current curricular resources used by the District, for all students, with supplementary materials as necessary for students with IEPs or 504 plans, that will lead to a multi-year strategy to close the gap for academic proficiency
- Partner with the Teaching and Learning team to ensure effective implementation of building based support teams to address the academic, behavior and social-emotional needs of students before being referred for more intense interventions
- Lead a systemic, data-based plan for increased opportunities for students to be served in the least restrictive environment
- Design and implement training and professional development strategies to develop the capacity of educators who work with students with disabilities and ELs

Stakeholder Communication:

- Design, develop, and implement a strategic Communication Plan to inform all relevant stakeholders of key systemic moves and decisions
- Respond promptly to parent, family and staff questions and concerns regarding special education and EL services
- Ensure appropriate communication with parents regarding the education of their children with special and EL needs
- Keep staff informed of internal and external developments impacting their areas of responsibility

Operational:

- Review and analyze implications on strategy and operations from major legislative policy proposals and internal/external reports and data
- Identify and systematize successful operational and project management methods
- Partner with principals and Director of English Language Services to establish processes that evaluate the impact language of ELs relative to a specific learning disability
- Oversee the operations for the special education and EL teams, including: developing policies and initiatives; strategic planning; budgeting for personnel, equipment, and space; supervising and developing staff; and evaluating programming initiatives
- Partner with schools and central office so that processes and procedures are established that enable students to be educated in their least restrictive environment
- Build and manages the pupil services budget; examines opportunities to strategically align resources to meet student need
- Facilitate responses and action plans related to Due Process and State Complaints
- Draft policy and administrative procedures in areas of responsibility and serves as the District spokesperson for the implementation and policy interpretation
- Coordinate and partner with school principals and Human Resources staff to recruit, select and hire candidates

CANDIDATE REQUIREMENTS:

Experience, skills, traits, and beliefs:

- **Massachusetts DESE Certification: Special Education Administrator - All Levels (required)**
- **Massachusetts DESE Certification: Assistant Superintendent/Superintendent – All Levels (if candidate does not possess certification currently, candidate must obtain certification within 6 months – 12 months of hire date)**
- Bachelor's degree from an accredited college or university required; Master's degree strongly preferred
- 5 years of teaching experience in special education and ELs preferred
- 3-5 years of administrative experience proven results in program development and management

- Ability to speak Spanish preferred
- Alignment with the SPS values
- A strong understanding of laws and effective practices to service students with special and EL needs
- Experience managing and developing high-performing teams in an urban setting
- Outstanding critical thinking skills, with demonstrated success backward planning and curriculum mapping to drive high levels of student performance
- Ability to efficiently and effectively manage complex projects and teams
- Ability to be a bold, innovative, and engaging change agent and culture-creator; a visionary leader with a track record of inspiring and motivating those around them
- Excellent managerial skills, with proven success managing and coaching a team of professionals to ambitious goals
- Strong communication skills, both written and verbal, with the ability to guide and inspire teachers, school staff, school leaders and central office staff toward a common goal
- Exceptional interpersonal skills, with a track record of working collaboratively with staff at all levels and community partners to deliver exceptional results
- A commitment to high performance standards and unwavering belief that all students can excel

Equal Opportunity Employer

Southbridge Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, creed, national origin, sex, gender identity, disability, religion, age, or sexual orientation.

Shift Type

Full-Time

Salary Range

Salary Schedule

Location

District

Applications Accepted

Start Date

05/01/2017

End Date

06/30/2017

Job Contact

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Title

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