

**WILMINGTON PUBLIC SCHOOLS
WILMINGTON, MASSACHUSETTS**

JOB POSTING

POSITION: **Director of Student Support Services**
Wilmington Public Schools

SUMMARY:

Develops and coordinates system-wide Student Support Services to meet the needs of all students in an educationally and fiscally responsible manner. Accountable for overall direction, coordination and evaluation of all functions assigned to Student Support Services (Special Education, 504, Preschool Programs, Behavioral Health, Nursing, McKinney-Vento, Attendance, Home/Hospital Tutoring, Community Outreach and Child Protective Services, Out of District placements, Title IX, and Bullying Harassment and Discipline law compliance oversight) in accordance with local, state and federal mandates to maximize students' ability to learn and function effectively. Position requires collaboration with all disciplines within district, parent communication and community/agency outreach. Recruits, selects, trains, and evaluates staff. Prepares budget and solicits funds to provide financial support for programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluates the entire Student Support Services program, curriculum, procedures, and individual students' needs and achievements as an ongoing responsibility. Recommends changes and development as needed.
- Provides leadership in establishing new programs and developing improved understanding of existing specialized programs.
- Serves as Designated Coordinator for special education-related program administration and reviews including the following:
 - McKinney-Vento Coordinator
 - Civil Rights Coordinator
 - Titles I and II of the Americans with Disabilities Act
 - Section 504 Coordinator
 - Tiered Focused Monitoring administrator
 - Title IX Coordinator
 - Medicaid Facilitator
- Develops procedures for referral, evaluation and placement of students with disabilities. Oversees the development of Individual Education Programs (I.E.P.s) and 504 Accommodation Plans. Establishes procedures for the identification, IEP development and educational placement for eligible students.
- Directs out-of-district placement of special education students and transportation arrangements of these students.
- Coordinates and monitors "Child Find" Program and is responsible for carrying out multi-disciplinary team decisions for all school placements. Responsible for district Kindergarten screening.

- Oversees related special education services such as physical therapy, adaptive physical education, occupational therapy, speech, health education, and psychological and social work services.
- Offers technical assistance to mandated reporters for alleged child abuse - physical, emotional, and/or sexual.
- Keeps informed of all legal requirements governing special education, school law and discipline. Keeps current with research and evidence-based practices.
- Provides purpose, technical direction and advice to administrators, building principals and instructional staff as they relate to the issues of federal and state grants and legal compliance with mandated special education regulations and laws.
- Assists in the implementation of school policies to include special education needs. Recommends policies and programs essential to the needs of students with disabilities.
- Interprets the objectives and programs of the Student Support Services Department to the Superintendent of Schools, School Committee, the staff, and the public at large.
- Maintains effective liaison and communication with parent groups, staff members, community agencies, special education collaboratives, and other professional organizations relating to special education.
- Maintains open lines of communication with associated State personnel. Pursues, and completes State and Federal grant applications, and prepares reports and statistical data as required. Responsible for all Problem Resolution Services (PRS) related reports, document collection and responses to DESE.
- Coordinates and serves as liaison with state and area social service agencies, courts, clinical personnel and hospitals.
- Assumes responsibility for compiling, maintaining, and filing all legally required, federal and state reports and records. Maintains complete up-to-date special education student progress reports, student records, and other appropriate records as required by regulation, and submits reports, as needed, to the Superintendent.
- Supervises preparation of attendance reports and similar data required for reimbursement of funds, collection of tuition for out-of-district students, and other financial matters.
- Develops and submits reports to the School Committee as directed by the Superintendent.
- In collaboration with the Assistant Superintendent, develops professional development programs targeting special education student and staff needs.
- Collaborates with administrators regarding supervision and evaluation of Student Support Services staff.
- Recruits and recommends Student Support Services staff in a collaborative fashion with principals.
- Supervises all administrative, clerical, and support staff assigned to the Student Support Services Department.
- Approves all supplies, materials, and texts used by Student Support Services personnel.
- Assumes other responsibilities as may be assigned by the Superintendent.

WORK YEAR: 260

SUPERVISORY RESPONSIBILITIES:

Manages employees in the Student Support Services Department. Responsible for the overall direction, coordination, and evaluation of this unit.

Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving issues.

EDUCATION REQUIREMENTS:

- Minimum of a Master's Degree from an accredited College or University with specialization in Special Education or a related field.

LICENSES, EXPERIENCE:

- Valid DESE Teaching Certificate/License in moderate or severe special needs, or related field (Speech Language Pathologist, School Psychologist, School Adjustment Counselor, etc.).
- Valid DESE Certificate/License as Administrator of Special Education.
- At least five (5) years of experience in education.

START DATE: October 15, 2024, or ASAP based on availability

CLOSING DATE: Until Filled

APPLICATION PROCEDURE:

Internal candidates please send letter of interest to: Andrea Stern Armstrong, Director of Human Resources: andrea.armstrong@wpsk12.com

Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.