



ASSISTANT SUPERINTENDENT OF PUPIL PERSONNEL SERVICES

Melrose Public Schools
Melrose, Massachusetts

Job Details

Job ID: 3610273

Application Deadline: Posted until Filled

Posted : July 19, 2021

Starting Date: Immediately

Job Description

Assistant Superintendent of Pupil Personnel Services

Summary:

The Assistant Superintendent directs all Pupil Personnel Services programming, including special education, nursing, and guidance within the District. They ensure compliance with Special Education laws and regulations at both the State and Federal level. They manage and support, with principals, all special education personnel. Funding opportunities are sought via State, Federal, and private grant applications to support innovative programs that enhance the educational process within the Melrose Public Schools. They serve as advisor to faculty members and other staff on a variety of special education and civil rights issues.

Qualifications:

- Superintendent/Assistant Superintendent license
- Special Education Administrator license
- Successful completion of a background check

Reports To: Superintendent

Essential Duties and Responsibilities:

1. Supervises and evaluates Special Education Coordinators, Out of District Coordinator, and Director of Guidance
2. Mentors Principals in the support of equitable special education programming, Multi-tiered Support System, instructional leadership, and management of student data to make informed decisions and ensure equity and access for all students
3. Identifies, writes, and manages competitive and noncompetitive grant opportunities
4. Develops, prepares, and administers the Pupil Personnel Services budget
5. Monitors preparation of Circuit Breaker submission
6. Monitors preparation of Medicaid reimbursement
7. Ensures compliance with local, state and federal laws, and regulations in regards to special education and civil rights
8. Monitors staff caseloads and student progress
9. Support allocation of staff to meet students needs including identification of paraprofessional needs across schools
10. Coordinates monthly training for paraprofessionals
11. Ongoing monitoring of staff to ensure compliance with federal timelines, written notice requirements, etc.

12. 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
13. Assists in recruitment, selection, and recommendation for the hiring of diverse Pupil Personnel Services staff
14. Chairs search committees for District administrative positions as directed by the Superintendent
15. Participates in contract negotiations, as directed by Superintendent
16. Consultation with staff, parents, and outside agencies regarding Pupil Personnel Services, special education students, and programs offered including ongoing collaboration with the District SEPAC and other parent organizations
17. Anticipates programming needs and develops programs to meet students' needs in the least restrictive environment
18. Development of Instructional Student Support Team (ISST) in all buildings, training staff, technical support of staff, to support a tiered level of student support activities in all buildings prior to referral to determine eligibility for special education services including active monitoring of the District's implementation of its multi-tiered system of supports.
19. Collaborates with District committees including the Wellness Committee
20. Responsible for accepting, logging, and assigning all referrals submitted for evaluation and 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
21. Coordinates and manages home services for students on the Autism Spectrum
22. Coordinates all special education summer services
23. Develops and maintains complete and cumulative individual paper records of all children receiving special education services
24. Serves as the District's point of contact for children identified under McKinney-Vento or foster care
25. Coordinates all tutoring required as a result of hospitalizations or extended medical care needed at home
26. 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
27. Assists in the development of all school policies, as directed by the Superintendent
28. Participates in the development of District's Strategic Plan and monitors the implementation of the plan and provides updates to School Committee
29. Assists with investigations involving civil rights violations, bullying, and harassment
30. Organizes, plans, and delivers professional development, mandatory trainings for educators, paraprofessionals, and other service providers
31. Stay current regarding evidence-based practices, policies, and procedures by engaging in high quality, relevant professional develop and trainings
32. Ensure sound fiscal practices and compliance with State and Federal regulations and District policies and provide necessary training to ensure staff compliance
33. Coordinates and leads the District before and after school programs
34. Responsible for city-wide Child Find efforts, as required by special education regulations
35. Works with Central Administration to prepare for annual city-wide pre-school and Kindergarten screening
36. Works with Coordinator of Transportation on budget, staffing, and student transportation provisions needed to accommodate students
37. Provides annual training for van drivers
38. Performs any other duties as directed by the Superintendent

Position Type: Full-time

Positions Available: 1

- Job Category : Administrator > Assistant/Deputy Superintendent

Equal Opportunity Employer

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Job Requirements

- Current Massachusetts Superintendent/Assistant Superintendent license required.
- Current Massachusetts Special Education Administrator license required.

Applications accepted through School Spring only.

- At least 5 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

Contact Information

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