



**NOTICE OF POSITION VACANCY
SCHOOL DEPARTMENT**

**ISSUED: 04/19/24
CLOSING DATE: Until Filled
LOCATION: SCHOOL ADMINISTRATION**

DIRECTOR OF STUDENT SERVICES

- **One (1) Full-time Vacancy: 40 Hours per week**
- **Monday through Friday from 8:00 a.m. - 4:30 p.m.**
- **Salary Range: \$115,000 - \$122,000 Based on experience**
- **Proposed Start Date: July 1, 2024**

The Northampton Public Schools seeks a highly skilled leader to assist with the district-wide leadership, administration, and evaluation of all pre-referral, special education, ADA, 504, TBE/ESL, guidance, testing, tutorial and early childhood services, and with those related individuals, programs, resources, and services leading to the achievement, maintenance and enhancement of high quality programs and services to begin *July 2024*.

In addition to demonstrating the administrative competencies and ensuring compliance with standards developed at the local, state, and federal levels, the Director must perform the following essential functions:

ESSENTIAL FUNCTIONS:

- Develops, implements, coordinates and evaluates systems which insure the effective application of all federal, state and local mandates related to special education and TBE/ESL, Early Childhood, Guidance Services, 504 and ADA.
- Assists with the development of a common district-wide vision, core beliefs, and guiding procedures related to special education and TBE/ESL, Early Childhood, Guidance Services, 504 and ADA.
- Establishes standard and guidelines for the internal evaluation of special education and pupil-personnel programs, implements such internal evaluations and reports on findings of such evaluations.
- Assists with the integration and coordinator of special education and TBE/ESL, Early Childhood, Guidance Services, 504 and ADA and services with regular education programs as much as possible.
- Monitors and review the development of IEP's, insures procedural safeguards are followed and monitor and follow through on rejected IEP's.
- Develop and monitor parameters for extended day and extended year programs.
- Supervises all out-of-district special education programs and services, including all related finances and contracts. Prepares an annual budget for out-of-district programs (monitors and coordinates budget and with business office). Facilitates the development and implementation of in-house special education programs to keep as many students as possible within the school district.
- Leads preventative meetings and activities prior to mediation and litigation and to serve as the district's liaison to special education attorneys.
- Develops, implements, coordinates and evaluates systems to insure effective district-wide communication related to Pre-referral process, Special Education, TBE/ESL, Early Childhood, Guidance Services, 504 and ADA.
- Acts as liaison between the school district and all outside agencies related to Special Education, Early Childhood, Guidance Services, 504 and ADA.
- Serves as the school district's consultant regarding all special education and TBE/ESL, Guidance Services, Early Childhood, 504 and ADA questions and problems.
- Keeps the school district informed regarding all federal and state educational regulations and requirements, associated with his/her responsibilities and disseminates such information to appropriate individuals.
- Keeps the school district updated regarding all information, research, legislation and resources related to Special Education, TBE/ESL, Early Childhood, Guidance Services, 504 and ADA. Attends related conferences, workshops and meetings when appropriate and shares information with School Committee, Superintendent, Principals, Faculty and Staff as appropriate.
- Oversees the local PAC and works to see that the PAC is an effective advisor board to the school district regarding special education programs and services.
- Collects, maintains, analyzes, reports and submits to DOE all required data and DOE plans related to Special Education, TBE/ESL, Early Childhood, 504 and ADA.



- Identifies, writes and/or supervises the writing of and submits and implements all grants and implementation plans related to Special Education and TBE/ESL, Early Childhood, Guidance Services, 504 and ADA. Works with business office regarding all grant procedures and monitoring and spending of funds.
- Prepares the proposed annual Special Education, TBE/ESL, 504 and ADA budget, and oversees the preparation of the Guidance, Early Childhood and assists each Principal with the preparation of his/her school-site budget.
- Supervises the implementation and monitoring of the Special Education, TBE/ESL, Guidance, Early Childhood, 504 and ADA budget, and acts as a resource to the Principals regarding these budgets.
- Oversee preschool tuition, billing and expenditures.
- Assists with the recruiting and hiring of all special education and TBE/ESL, Guidance Services, 504 and ADA, faculty and staff.
- Supervises Associate Director of Student Services, Coordinators of Special Education, Early Childhood Coordinator, TBE/ESL Department Chairperson.
- Assists the Superintendent, Director of Curriculum and Instruction, and the Principals with the identification, development, implementation and evaluation of professional development programs, for professional and paraprofessional staff.
- Coordinate and oversee OT, PT, Speech, Counseling and School Psychologists, and other support staff.

Minimum Qualifications:

- Minimum Master’s Degree in Education and Certified as Administrator of Special Education
- At least 5 years experiences in Special Education Administration
- Experience in TBE/ESL
- Experience in budget development and grant writing
- Experience working collaboratively within a diverse community
- Management and experience in public relations
- Experience with 504 and ADA
- Experience with Federal and State Regulations in Special Education and TBE/ESL
- Experience with Significant Disproportionality

Physical Requirements:

This position entails minimum of 8 hours a day working within the system with additional work to be completed off site. Travel between schools and within the State a must. Some night meetings will be required such as PAC, School Committee, School Committee Sub-Committees and community groups. Valid driver’s license is needed.

FRINGE BENEFITS:

Full Benefits and privileges are consistent with other Non-Represented employees and set by contract.

IF HIRED:

Must submit proof of current DESE License certification and Official University/College Transcripts.

Must have acceptable MA CORI and SAFIS Fingerprint Background Checks prior to start of employment.

Provide proof of COVID-19 vaccination or qualify for medical or religious exemption per the Northampton Association of School Employees (NASE) Collective Bargaining Agreement.

TO APPLY:

Employees who wish to be considered for transfer or promotion to the position may do so by completing a Promotion/Transfer Request Form (located at www.northamptonma.gov under “Human Resources” and then “Forms”) and submitting it with a cover letter and resume to the Human Resources Department, 240 Main Street, Northampton, MA 01060

Others, please submit an application through www.SchoolSpring.com at **JOB ID #4604599**

Who Are We: Dedicated and collaborative teams of educators committed to supporting excellence through coaching and learning. Our mission is to foster educational excellence and opportunity for all learners through collaboration and leadership. We believe that obstacles to learning can be overcome and, once that happens, learning is natural for everyone.

We Value: Quality and excellence, innovation, creativity and vision, inclusiveness, equity and diversity and collaboration with others. Creating a community of care is foundational to the work we do....together!

Equity and Social Justice Work is central to our mission, especially in these times. We understand that all forms of oppression are damaging. We engage in this work proactively and purposefully, with the intent of positive outcomes, and because we need to.

Equal Opportunity Employer

The Northampton Public Schools does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, marital/civil union status, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, limited-English proficiency, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.