



VACANCY: Executive Director of Student Services

Title: Executive Director of Student Services

Reports to: Superintendent of Schools

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 both the state and federal levels. They manage and support, with principals, all special education, guidance, counseling, and nursing personnel. They develop in conjunction with the school community a vision for special education, guidance, and counseling programming that includes short term and long term goals based upon 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 preferred
- Minimum of five (5) years successful teaching experience in a public school special education setting
- Ability to communicate effectively and work collaboratively with community and parent groups and with peer administrators
- Demonstrated success in the formulation of goals and the carrying out of policies, objectives, and programs in prescribed areas
- Such alternatives to the above as the Superintendent may find acceptable

Essential Duties and Responsibilities:

Program Development

- Anticipates programming needs and develops programs to meet students' 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 better meet identified student needs.
- 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.
- Collaborates with District committees including the Equity Task Force and Wellness Committee.
- Coordinates and manages home services for students on the Autism Spectrum, special education summer services, and early childhood administration.
- Evaluates and supervises placement of children and their programs in DESE approved out-of-district schools.
- Coordinates all tutoring required as a result of 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 the development of the District's Strategic Plan and monitors the implementation of the plan in relation to Student Services and provides updates to the School Committee.

Staff Development and Supervision

- Supervises and evaluates administrators and other staff, as directed, in Student Services.
- 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.
- Coordinates training for paraprofessionals and Student Services personnel in conjunction with other school and district leaders. Assess staff training needs on a regular basis and arrange professional development training for paraprofessional and Student Services personnel that is aligned with research-based best practice.
- Assists in recruitment, selection, and recommendation for the hiring 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, mandatory training for educators, paraprofessionals, and other service providers.
- Collaborates with 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 medical needs of all students met.
- Collaborates with district and school leaders to provide supervision and planning of the district's guidance, counseling, and social emotional learning program.

Community Engagement

- Consultation 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.
- 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, SPED PAC and state agencies and community organizations to support positive student outcomes.

Fiscal Management

- Works closely with the Director of Business & Support Services 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 in collaboration with district administrators and monitors expenditures monthly.
- Monitors preparation of Circuit Breaker submission and Medicaid reimbursement.

Compliance

- Ensures compliance with local, state, and federal laws, and regulations in regards to special education, Section 504 regulations and civil rights.
- Monitors staff caseloads and student progress.

- Support allocation of staff to meet students needs including identification of paraprofessional needs across schools.
- Monitors on an ongoing basis along with other district and school staff to ensure compliance with federal timelines, written notice requirements, etc.
- 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 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.
- Develops and maintains complete and cumulative individual paper records of all children receiving special education 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 the development of all school policies, as directed by the Superintendent.
- Assists with investigations involving Title IX, civil rights violations, bullying, and harassment.
- 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.

Skills and Abilities:

May be representative, but not all-inclusive, of those commonly associated with this position:

- Culturally Proficient leadership skills including visioning, active listening, coaching, facilitation, and use of data for decision making.

- Ability to recognize when and how to be directive.
- Ability to prioritize resources for continuous improvement.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop effective working relationships.
- Good computer skills, including Google Apps for Education, Google Data Studio, Microsoft Office, etc.

Terms of Employment: Three Year Position, Salary to be Negotiated

Anticipated Start Date: July 1, 2023

Evaluation: The performance of this job will be evaluated by the Superintendent of Schools

Application Process: The applicant should submit a resume, transcripts, and three letters of recommendation, by **February 6, 2023** to Susan M. D'Amato, Director of Human Resources at sdamato@hinghamschools.org .

An Equal Opportunity Employer

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.

Posted: January 20, 2023