

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Assistant Director of Special Education

Responsible to:

The Assistant Director is directly responsible to the Executive Director of Student Services.

Qualifications:

- Master's Degree in Special Education or a related field, required
- Hold and maintain a Department of Elementary and Secondary Education with a Special Education Certification, as well as a Special Education Administrator or Supervisor/Director License
- Minimum of five to seven years of experience in education as a teacher, school psychologist, school social worker/adjustment counselor
- Minimum of five years of leadership experience
- Proven ability to interface in a collaborative manner with many different constituencies and problem-solve to support district procedures and best practices.
- Demonstrate good verbal and written communication skills
- Experience with students with a wide range of disabilities and demonstrate the ability to support staff in best practices

General Duties:

The Assistant Director will provide leadership to Special Education staff by supporting the implementation of research-based best practices. In addition, the Assistant Director will work with building and central administration to ensure the implementation of local procedures, federal and state laws and regulations, best practices, and supervise Special Education Staff. Specifically, the Assistant Director will support the district's programs for students with Individual Education Programs in both inclusion and substantially separate settings, including mentoring staff and facilitating training.

Specific Duties:

1. Supervise and assist in evaluating special education staff, including mentoring new teachers and support staff within inclusion and substantially separate programs.
2. Oversee instructional practices and programming for school-based special education staff at specified schools.

3. Develop procedures and training for increasing practices that promote the inclusion of students with disabilities.
4. Collaborate with building principals and other administrators regarding pre-referral and referral procedures; special education programming; and implementation of legal mandates and secondary transition procedures.
5. Participate in IEP meetings, as requested by the Executive Director of Student Services.
6. Assist the Executive Director of Student Services with DESE reporting.
7. Assist in coordinating aspects of the Special Education Extended Year Programs and supervise ESY staff.
8. Assist in the recruitment, selection, and assignment of all special education personnel.
9. Assist in the development of mandated in-service training programs for special education and general education staff.
10. Serve as a liaison to parents and to the Special Education Parent Advisory Council.
11. Collaborate with central Special Education administration staff to ensure compliance with regulation/laws and timely response to parents.
12. Additional duties as assigned by the Executive Director of Student Services.

Working Conditions

Work is performed in an office setting, as well as active oversight and training at school settings. Work requires in-district travel between schools as well as occasional out-of-district travel. Work requires direct contact with staff, students, and community members. The nature of the position requires hours beyond the regular school day. It is expected that the person filling this position will prioritize completing the necessary tasks and set hours accordingly.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt

Terms of Employment:

12-month, non-union, individual contract

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, or disability, as defined and required by state and federal laws.