

# WEYMOUTH PUBLIC SCHOOLS

## Job Description

**Title:** Executive Director of Student Services

**Responsible to:**

The Executive Director of Student Services is directly responsible to the Superintendent of Schools

**Required Qualifications:**

- Master Degree in Special Education or a related field
- Minimum of five to seven years experience in education as a teacher, school psychologist, school social worker/adjustment counselor
- Minimum of seven to ten years leadership experience
- Hold and maintain MA Department of Elementary and Secondary Education Special Education Administrator license
- Hold and maintain MA Department of Elementary and Secondary Education Superintendent/Asst. Superintendent license

**General Duties:**

The Executive Director of Student Services will ensure that students can access a challenging curriculum and participate in school life. The Executive Director is responsible for the development, implementation, supervision and evaluation of programs, policies, and services in the Department of Student Services. The programs and services include special education, special education related therapies and assessments, counseling services, nursing, child protective services and out of district placement. The Executive Director will ensure system-wide services meet the needs of students in an educationally and fiscally responsible manner and in accordance with local, state and federal mandates to maximize students' ability to learn and function effectively. The Executive Director will be required to collaborate with all departments within the district, provide outreach to parents and community agencies.

**Specific Duties:**

1. Develop, implement, supervise and evaluate all programs, policies and services responsible to the Department of Student Services
2. Develops procedures for referral, securing medical reports, psychological examination, and placement of students with disabilities
3. Assists in the development of Individual Education Plans (IEP) and 504 Medical Accommodation Plans. Establishes procedures for the identification, IEP development and educational placement for eligible students.

4. Directs out of district placement of special education students and transportation arrangements of these students
5. Oversees related special education services such as physical therapy, adaptive physical education, occupational therapy, speech, health education, and psychological and social work services.
6. 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.
7. Assists in the implementation of school policies to include special education needs. Recommends policies and programs essential to the needs of students with disabilities.
8. Interprets the objectives and programs of the Student Services Department to the Superintendent of Schools, School Committee, the staff and the public.
9. Maintains an effective liaison and communication with parent groups, staff members, community agencies, special education collaboratives, and other professional organizations relating to special education.
10. Coordinates and services as liaison with the state and area social service agencies, courts, clinical personnel and technical hospitals.
11. Assumes responsibility for compiling, maintaining, and filing all legally-required 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.
12. Assures compliance with all state and federal laws, regulations and reporting requirements
13. Develops and manages the Student Services budget, related state and federal grants and data collection for Circuit Breaker and Medicaid reimbursements.
14. Assumes other responsibilities as may be assigned by the Superintendent.

### **Working Conditions**

Work is primarily sedentary and is performed in an office setting. 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 give priority to 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.

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