

**TITLE:** Director of Student Services

**QUALIFICATIONS:**

1. Massachusetts Certified Administrator of Special Education (or immediately eligible)
2. Masters degree required
3. Minimum of 5 years experience in a supervisory/leadership position in education.
4. Demonstrated Skills: committed to excellence; results-oriented, motivational leader: visionary, strategic thinker, data-based decision maker; solid communicator; well organized; able to multi-task and rise to any professional challenge.
5. Such alternatives to these qualifications as the Board may find appropriate & acceptable.

**REPORTS TO:**

Executive Director

**SUPERVISES:**

Direct Reports: Program Coordinators; Therapy/Nursing Leads;  
Administrative Assistants; and others as directed.

Indirect Reports: All Employees assigned to Student Services Division

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**POSITION GOAL:** To lead a dynamic Student Services Division, fostering a culture of excellence, collegiality, and inclusion, inspiring creativity in designing and delivering quality educational services to meet the ever changing individual needs of our students, families and districts.

**PERFORMANCE RESPONSIBILITIES:**

1. **Division Administration and Management**

- ❖ Provides leadership for the division in terms of:
  - setting short and long terms goals and priorities
  - facilitating division management team (director and program coordinators)
  - ensuring Shore policies and procedures are communicated and fairly applied to all
  - establishing clear performance, curricula, culture expectations for all personnel associated with the division
  - developing systems and protocols to ensure record-keeping/data collection, operations, processes and practices are confidential, consistent, effective, and efficient.
- ❖ Ensures policies, practices, and expectations for students' academic, social, emotional and health needs and services are clearly communicated to students, their families, their districts and fairly applied.
- ❖ Communicates regularly with District/Member stakeholders for the purposes of problem resolution, timely responses to referrals, ongoing satisfaction with services, developing and revising services to meet the Districts' needs.
- ❖ Ensures programs' compliance with DESE and other state and federal regulations and laws.
- ❖ Serves as site manager for school building, coordinating with Facilities Manager as necessary to ensure a safe environment conducive to student needs: participating in ongoing update and communication of emergency protocol, coordinating safety drills, and ensuring staff are trained in emergency procedures and effectively respond to emergencies as they arise.

2. **Shore Leadership Team**

- ❖ Communicates effectively with the Executive Director/Assistant Executive Director, ensuring:
  - Issues/Incidents related to Students, Personnel, Collective Bargaining, School Districts, Facilities/Security, and other items that need to be communicated are done so in a timely fashion.
  - Changes in enrollment, expenditures, and/or program design are consistent with the budget structure.
- ❖ Takes an active role in leadership team meetings, decision-making, and developing and executing the organization's strategic plan.
- ❖ Works effectively with all other divisions within Shore, particularly with HR, I.T. and Facilities as these interact directly with the operation of Student Services.

### 3. Program Development and Design

- ❖ Ensures that Shore Student Services are coordinated, effective, high quality and flexible.
- ❖ Ensures curriculum is aligned to state and federal standards and is implemented and modified to be accessible and challenging for Shore students.
- ❖ Ensures technology, adaptive equipment, and all other resources are effectively used.
- ❖ Ensures systems are in place and adhered to regarding the IEP process; grades and progress reports; MCAS and Alt MCAS; 45 day assessments and reports; incident and restraint reports, other student-related documentation as required and appropriate.
- ❖ Ensures health, therapy, counseling, behavior services are coordinated and integrated into students' schedules.
- ❖ Works with Program Coordinators to evaluate, prioritize, and process referrals.
- ❖ Works with Educational Coordinators and Operating Committee to expand or revise services, eligibility/access, processes, [practice](#).

### 4. Personnel

- ❖ Works with the Program Coordinators to:
  - establish staffing needs and patterns within the parameters of the budget.
  - recruit, interview, and make recommendations to hire (following all external and Shore policies and regulations) qualified personnel for the Division.
- ❖ Ensures all personnel receive training, supervision and annual evaluations.
- ❖ Ensures orientation and professional development time is planned and meets the needs of the personnel.
- ❖ Ensures personnel policies are adhered to and consistently applied, per CBA and Shore policies and procedures.
- ❖ Coordinates with HR regarding employee injury, leave, discipline and other personnel matters that may arise.

### 5. Finance and Budgeting

- ❖ Works with Program Coordinators and Executive Management to insure fiscal accountability: participating in budget development, monitoring adherence to budget spending and ensuring revenue projections are reached; ensuring information affecting the budget is regularly communicated; and identifying adjustments as needed.
- ❖ Ensures systems of Requisition, Purchasing, Expenses, of Supplies and Equipment are followed across the Division, according to Shore procedures.

### 6. Records and Information Management

- ❖ Works with I.T., Administrative Assistant(s), all Student Services Personnel to ensure that information management systems required by the DESE and Shore are regularly updated and secure, accurate and information is provided as needed and requested. (e.g. student records, emergency planning, attendance, tuition invoicing, board of directors and operating committee reports, EPIMS, SIMS, etc.)

7. Performs/assumes other tasks and responsibilities as may be assigned by the Executive Director.

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**REQUIREMENTS:**

- ❖ Ability to fully participate in any and all physical requirements of the position.
- ❖ Ability to meet attendance and schedule requirements.

**TERMS OF EMPLOYMENT:**

- ❖ Twelve-month year (260 days with PTO as established in Shore personnel policies).
- ❖ Salary to be established by the Executive Director and/or Board of Directors.

**EVALUATION:** Performance will be evaluated in accordance with Shore and DESE policy.