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*Collaborative for Educational Services*

**Department:** Administration  
**Title:** Deputy Director of the Collaborative for Educational Services (CES)  
**FLSA Status:** Exempt  
**Reports to:** Executive Director of the Collaborative for Educational Services

### **Purpose**

The Deputy Director is responsible for leading a variety of existing direct service programs and practices. The Deputy Director also directs the development of new innovative practices and programs which will expand our portfolio of work to better serve schools, districts, educators, parents and community partners. *These practices and programs also respond to state and federal initiatives and will be attractive to a diversity of funders.*

[CES](#) is a non-profit educational service agency and is mission, vision, and values driven. The Deputy Director plays an important role in supporting CES's vision, mission, and values. [Principles and practices of social justice, equity and inclusion](#) are foundational to our organization, and the Deputy Director will help develop, model, and share best practices with both internal and external partners, as well as ensure all our direct services embody this focus.

### **Essential Functions**

#### ***ENSURE HIGH QUALITY DIRECT SERVICES***

- Lead the agency's efforts in providing direct services to children, youth, and families.
- Supervise and support the Program Managers in our *direct services* (Special Education, Early Childhood, After School, and Youth Pathways).
- Ensure these direct services maintain an unwavering focus on CES's goals, values, strategic priorities, and principles of equity and inclusion, and promote client-centered, strength-based, and culturally relevant perspectives.
- Ensure that supervisory and annual evaluation structures support high-quality professional development, consulting, curriculum development, and efficient operations.
- Ensure all staff have access to appropriate staff development opportunities and that the departments offer structures for staff sharing of expertise and skills.
- Convene and facilitate regular staff meetings of and among the direct services departments.
- Ensure coordination with the Director of Professional Services (including Professional Development, Licensure, Healthy Families and Communities, and Research and Evaluation).
- Create a supportive team environment in which staff members are encouraged to work collaboratively.
- Learn about, model, and promote best practices in social justice and equity and share these with both internal and external partners, as well as ensure all our direct services embody this focus.
- Manage, supervise, coordinate and support efforts to ensure responsive, inclusive, empowering, and effective communications with all staff members.

## ***INNOVATIVE PRACTICES AND PROGRAMS / EXPANSION OF WORK***

- Promote collaboration and innovation within the agency in response to educational trends, districts' needs, and business needs.
- Actively seek opportunities to develop new direct programming, professional services, and collaborations with schools, districts, and agencies. Work closely with the Director of Business Development and the Director of Development to identify and pursue funding for innovative practices.
- Identify and implement solutions to systemic educational challenges.
- With the Executive Director, lead the agency in the application of current research and theory and emerging education practices related to serving the needs of diverse student populations.
- With the Executive Director, lead the organization in order to anticipate, align with, and adapt to, changes in educational standards and practices.

## ***RESOURCE DEVELOPMENT***

- Coordinate with the Director of Business Development and External Relations and the Director of Development to ensure opportunities related to Special Education, Early Childhood, After School, and Youth Pathways are pursued in a timely and high-quality manner.
- Work with direct-service departments and the Development Departments in grant writing and the development of high-quality proposals.
- Coordinate with the Director of Finance & Operations and with direct reports to monitor overall revenue and expenses in areas of responsibility and to strive towards sustainability.

## ***HIGH QUALITY PROFESSIONAL SERVICES***

- Work closely with the Director of Professional Services in providing strategic leadership for the implementation of high quality professional development, licensure, and other services for CES member districts and other partners that addresses the four strategic goals of CES: 1) meeting member district needs; 2) fostering the success of children, youth and families placed at risk; 3) developing exemplary educators; and 4) promoting innovative practices.

## **Other Duties and Responsibilities**

- Assist the Executive Director in day-to-day operations; represent the Executive Director as needed.
- Serve on the Executive Director's Cabinet and take leadership in other areas, as assigned.
- Contribute to and support agency-wide efforts and initiatives, including strategic planning and leadership development
- Support an agency-wide focus on CES's Social Justice and Equity guiding principles, including a culture of community and care, equity and inclusion, a commitment to self-awareness and growth, and a commitment to action and transformation.
- Actively participate with the Executive Director in annual budget development, preparation, and presentation to the Board.
- Work with Executive Director to drive organization development, including analysis and implementation of priorities, partnerships, and infrastructure needs. All activities will be conducted in accordance with the organization's established policies and procedures, contract requirements, legal requirements, and best practice standards.

## **Other Duties and Responsibilities (continued)**

- As appointed by the Executive Director, serve as the agency representative on selected boards, forums, community groups, and other entities.
- Perform other duties as assigned by the Executive Director.

## **Qualifications**

- Minimum 5 years experience in positions with a similar level of supervisory and leadership responsibility
- Masters Degree in Education or related field; doctorate preferred
- Massachusetts Administrator License required upon hire, or within one year of hiring
- Experience in Special Education and/or Early Childhood strongly preferred
- Knowledge of and commitment to principles and practices of social justice, equity, and inclusion
- Experience in grant writing and the development of high-quality proposals preferred
- Experience working in or with school districts, and planning/delivering direct services as well as educator professional development
- Strong written and verbal communication skills
- Ability to build collaborative relationships with a variety of stakeholders
- High level of comfort with a variety of technologies, including Google applications, project management software, and database software
- Entrepreneurial vision for direct services to children, youth, and families

## **Physical Demands**

Requires physical condition and mental stamina to work in a busy office, as well as periods of sitting or standing which are prolonged or intermittent. Requires ability to deal with ambiguous or emotionally-charged circumstances. Specific vision abilities required by this position include close vision and the ability to spend extended periods of time in front of a computer

## **Work Conditions**

This position requires work in a fast-paced educational environment. Off-site and evening work will be required.

## **Terms of Employment**

- 12 Month Calendar
- 35 hours / week
- Full benefits package as outlined in CES Personnel Policy

*CES is an equal opportunity employer and is committed to creating and maintaining an organization dedicated to social justice, equity, and inclusion. We are particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student populations, school districts, and state-wide programs we serve.*