Department: Special Education in Institutional Settings
Title: SEIS Professional Development Coordinator
FLSA Status: Exempt
Reports to: SEIS Associate Director for Professional Development and Curriculum
Salary: Negotiated

Purpose: The SEIS Professional Development Coordinator has primary responsibility for the implementation of a multi-year professional development plan for SEIS, in collaboration with each host-agency (Departments of Mental Health, Public Health, Youth Services, and County Houses of Correction)

Essential Functions:
- Work with CES and ESE to lead the implementation of the SEIS professional development plan, in collaboration with each host agency, with the goal of improving instruction and student achievement
- Collaborate with the SEIS Associate Director for Professional Development and Curriculum for close alignment of professional development and curriculum plans
- Implement a system of professional development addressing content area knowledge, Universal Design for Learning, pedagogy and required competencies for special education teachers and other SEIS staff
- Plan, organize and coordinate the instructional coaching program serving SEIS teachers, in collaboration with the SEIS Associate Director for Professional Development and Curriculum
- Supervise and evaluate SEIS instructional coaches
- Support the development of instructional leadership in Teaching Coordinators, instructional coaches and mentors
- Coordinate the SEIS Mentoring Program and New Teacher Induction Program
- Facilitate teachers’ use of pedagogy that:
  1. is appropriate to the diverse student populations of the host agency sites
  2. is designed to support successful transition to home and community, post-secondary education and career opportunities for students with disabilities
  3. facilitates integration of instructional technology, including assistive technology, within the host-agency sites
- Maintain, analyze and report data on all essential functions of the position
- Use data to promote continuous improvement of job performance and program outcomes

Other Duties and Responsibilities
- Use all SEIS resources according to established policies and procedures
- Assist with annual inventories of all resources
- Participate in and support all statewide testing as needed, following procedures for security and confidentiality as outlined by ESE
- Considerable travel to program sites and statewide meeting sites
- Other duties as assigned by the SEIS Contract Administrator

Qualifications
- Masters Degree in Education or a related field desirable
- Massachusetts teaching license required; special education license desirable

Updated October 22, 2015
- Massachusetts administrator license desirable
- 5 years of experience in a special education teaching/coaching position.
- Proficient in design of individual professional growth goals
- Knowledgeable of current special education laws and regulations
- Knowledgeable in the design and collection of data describing professional development needs
- Able to work in a collaborative manner and develop and maintain strong teams
- Strong organizational, problem solving, and communication skills
- Able to multi-task and prioritize work effectively
- Proficient in MS Word and Excel
- Uses an outcome-based approach to work.
- Positive attitude and professional demeanor
- Dependable
- Valid driver's license and reliable vehicle are required

**Preferred skills**
- Experience with professional development design and implementation
- Experience as a supervisor

**Physical Demands**
- Requires physical condition and mental stamina to endure job stress in the performance of duties and periods of sitting and standing.
- Requires the ability to respond to multiple demands with a positive attitude
- Requires good physical condition to support considerable driving, walking and standing

**Work Conditions**
- Requires working a flexible schedule.
- Ability to handle interruptions and maintain productivity
- Ability to work with diverse personalities
- Skilled in working independently and collaboratively

**Terms of Employment:**
- 12-month contract (40 hr/wk), benefits according to CES Personnel Policies.