Department: DYS Educational Initiative  
Title: Associate Director of DYS Education and Transition Services  
FLSA Status: Exempt  
Reports to: Director of DYS Education Initiative or designee

Purpose: The purpose of the Associate Director of DYS Education and Transition Services is to provide leadership in the design, implementation and quality of education and transition support services for youth across DYS’s “continuum of care”, from residential treatment through to discharge from DYS. As well, the Associate Director is an executive leader responsible for advancing all elements of the DYS Education Initiative, with special attention to populations of youth with specialized learning needs.

Essential Functions

1. Provide leadership in developing and organizing transition and re-entry programming and related efforts within the education system in partnership with key stakeholders, including, but not limited to, Regional and Asst. Regional Education Coordinators, DYS statewide and regional leadership, Special Education in Institutional Settings (SEIS), and CommCorp.
2. Collaborate with Director of DYS Education Initiative in carrying out high quality, engaging, and effective educational services to youth placed in DYS care.
3. Provide leadership, content expertise, and oversight of Education Career Counselors and other education transition staff as may be required.
4. Provide and/or organize technical assistance and professional development to Education Career Counselors and other education transition staff working in DYS settings regarding Special Education, Chapter 766, Chapter 688 referrals, 504 plans, school discipline (Chap. 37, 37H ½ ) and other regulatory/legal issues and challenging cases.
5. Serve as Statewide Education 504 Coordinator.
6. Develop and strengthen transition programming efforts, including a comprehensive professional development system, resulting in quality, efficient, and effective college and career counseling service delivered by Education Career Counselors.
7. Develop and oversee student transition and re-entry education outcomes data, including regular reporting and analysis.
8. Foster relationships and opportunities focused on education service delivery with community based organizations, post-secondary institutions, local education agencies (LEAs), and other organizations positioned to support our youth’s educational success in the community.
9. Meet and work in collaboration with provider staff to assure continuity of education transition and re-entry services.
10. Assist in the design and integrity of MCAS implementation, test score distribution throughout the state, and use of assessment data to inform instruction.
11. Monitor fidelity of data entry into Aspen and/or other student information systems (e.g. JJEMS) and the use of this data to inform programming.
12. Promote strong working relationships with professionals representing other dimensions of the DYS system and with regional education leadership.
13. Collaborate with DYS central office, ESE, provider leadership, and regional staff in the creation of multiple concentrations of study for DYS Youth (including but not limited to vocational and training programs, employability programming, post-secondary options, school, and GED/HiSET programs).
14. Oversee HiSET programming in DYS.
15. Ensure proper record keeping and accountability.
16. Support alignment of educational transition and re-entry efforts within the DYS education system and its partners.
17. Implement strategies for recruiting and retaining a diverse, highly qualified workforce.
18. Submit reports on programming and actively participate in the development of written materials as needed.
19. Initiate, encourage, participate and lead in the attainment of additional funds through grants and other sources that support the education and career success of youth.
20. Provide mentoring to education leadership seeking to advance their licensure in accordance with ESE regulations.

Additional Responsibilities
- Assume additional responsibilities as assigned by the Executive Director or designee

Qualifications

Required:

1. Master’s Degree from accredited College or University in related field (i.e. education, social worker, guidance counselor, or psychologist).
2. Valid Massachusetts Educators License (Superintendent, Special Education Director, Director).
3. In-depth knowledge of federal and state education laws and regulations.
4. Demonstrated experience working with youth with disabilities, youth placed at risk, and diverse populations.
5. Successful experience in Leadership & Supervision of professional staff.
6. Excellent communication skills (writing, speaking and technology).
7. Able and willing to travel throughout Massachusetts.
8. Valid drivers’ license and reliable vehicle.

Preferred:

1. Strong project management experience.
2. Prior experience as a teacher, guidance, or adjustment counselor.
3. Applied understanding of healthy youth development, cultural competence, positive youth development.
4. Current knowledge and experience within the juvenile justice field.

Terms of Employment

- 260 days; Monday through Friday
- 12 month contract; 40 hours per week
- Full benefits package as outlined in the CES Personnel Policy
Physical Demands:
- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to enter, exit, and move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Must maintain situational awareness, including awareness of student activity and communication in fast-paced secure residential treatment settings.
- Requires the ability to effectively handle job stress in the performance of duties.

Work Conditions:
- Ability to handle interruptions and maintain productivity
- Ability to work with diverse personalities
- Skilled in working both independently and collaboratively
- May be subject to locked settings where the threat of verbal abuse and physical violence exists. Possible exposure to communicable diseases
- Employees expected to follow CES Workplace Safety Standards and DYS Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards