Title: Professional Development Specialist - Special Education  
Reports to: Director of Professional Development  
FLSA Status: Exempt  
Salary: Negotiated

Background: The Collaborative for Educational Services (CES) serves 36 member school districts led by 19 superintendents. CES also has state contracts, including one with ESE for providing Special Education in Institutional Settings (SEIS). The agency is committed to (1) meeting its member districts' needs; (2) developing exemplary educators; (3) fostering the success of children, youth and families placed at risk; and (4) actively promote innovative, effective, and efficient products, practices and services in order to fulfill these commitments. This is important work that makes a difference in the lives of youth and educators.

The Professional Development (PD) Department includes a team of accomplished consultants who facilitate a range of PD courses at CES and a variety of services in schools and in contracts. We currently have two full-time specialists in Special Education who are providing a range of services, as listed below.

Purpose: To work with two other full-time specialists in Special Education to provide a range of services, including, but not limited to:

- facilitating workshops for teachers, administrators, and paraprofessionals;
- providing consultations to districts and schools;
- conducting training of trainers;
- conducting courses as part of our licensure program;
- assisting districts with implementing effective inclusive practices;
- coaching and mentoring Special Education staff;
- providing assessments and recommendations, including in transition planning;
- consulting with districts on how to improve their special education and inclusion services;
- providing coaching and/or PD within the SEIS contract;
- preparing proposals for districts or for ESE to support new work;
- other duties as assigned.

Everyone is a learner
Essential Functions:

A. Design and deliver professional development (including workshops, courses, coaching, and mentoring) for administrators, teachers, other licensed educators and paraprofessionals, related to Special Education and/or inclusion, aligned to the MA High-Quality Professional Development Standards and informed by current research.

B. Provide consultation with schools/districts addressing Special Education, inclusion, and related areas.

C. Design and implement customized training programs for administrators, specialists, paraprofessionals, and other groups responsible for delivery of Special Education services.

D. Provide coaching, professional development, and other assistance, as requested, to CES’s Special Education in Institutional Settings contract.

E. Meet with school district administrators to assess district/building needs and market Collaborative services.

F. Draft syllabi for graduate level credit, as well as deliver licensure course instruction and/or practicum supervision.

G. Assist with grant submissions.

H. Foster positive working relationships with DESE, other state agencies, and member and non-member districts.

I. Contribute knowledge of evidence-based practice in areas of expertise to CES educational program evaluation projects.

J. Identify and nurture relationships with prospective professional development consultants.

Required Skills:

A. Highly engaging professional development presentation.

B. Application of principles of adult learning to design and deliver effective professional development.

C. Readiness to learn new technology applications to support educator training, including Moodle to deliver hybrid online courses.

D. Readiness to develop expertise in additional areas of practice.

E. Readiness to work independently and as part of a coordinated team.

Qualifications:

A. Degree in Special Education; Master’s degree or higher preferred.

B. Certified in Massachusetts as a Special Education educator or administrator.

C. At least 5 years’ teaching experience in Special Education.

D. At least 5 years supervisory experience in Special Education.

E. Active interest in current issues in teaching and learning; for example, educator evaluation, UDL, social emotional learning, social justice and equity.

F. Strong knowledge of current research in areas of practice particularly co-teaching, leading IEP teams, Special Education Program Evaluations and Autism.

G. Evidence of ability to develop innovative practices and approaches that are responsive to educator needs, new knowledge about learning, and new state and federal initiatives.
H. Strong writing and speaking skills  
I. Competence in the use of Google Suite of tools  
J. SEI Endorsement preferred  
K. Urban school experience a plus  
L. Bilingual preferred  

Physical Demands:  
Ability to multi-task and respond to demanding job duties with a positive mindset. Requires moving about a classroom or training facility and delivering training and other technical services at CES and multiple site-based locations on a frequent basis. Candidate must have the ability to operate a computer and office equipment, and on-line learning platforms as needed to deliver technical assistance.  

Work Conditions:  
Requires working a flexible schedule. Ability to work with diverse personalities. Skilled in working independently and collaboratively.  
- 12 Month Calendar  

Terms of Employment  
- Full benefits package as outlined in CES Personnel Policy  

CES is an equal opportunity employer and is 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.