JOB DESCRIPTION

Department: Special Education in Institutional Settings
Title: SEIS Coordinator
FLSA: Exempt
Reports to: SEIS Associate Director for Program Coordination
Salary: Set scale based on education and experience

Purpose: Provide leadership and supervision in the delivery of SEIS services to students in facilities of the Department of Mental Health, Department of Youth Services or County Houses of Correction

Essential Functions:
- Provide leadership and supervision in the delivery of special education services in the designated host agencies, including identifying opportunities for improvement, strengths, and solutions
- In collaboration with PD&C department, participate in the design and development of high quality professional development system that results in the ability of teachers to reach and teach a diverse range of learners pursuing multiple concentrations to academic (post-secondary) and career readiness
- Participate in bi-monthly meetings with CES/DYS Program Director and other area education coordinators (as needed)
- Maintain effective/positive relationships with CES staff, designated host agencies and program vendors, ESE, and all other colleagues
- Recruits licensed candidates for all teaching positions and recommends applicants for hire in alignment with CES’s commitment to recruit and retain a diverse and effective workforce.
- Ensure compliance with the DESE process to request a waiver for Educator Licensure working with administrative assistants to support submission.
- In the hiring and recruiting process, work closely with the department administrative assistants to verify licensure status through ELAR, authorization for criminal background checks and post offer 1-9 verification.
- Participate in annual workforce analysis with Human Resources and Finance Department
- Regularly contribute to systems and structures promoting operational continuity to sustain SEIS educational initiatives during leadership turnover and teacher vacancies
- Orient, supervise and evaluate teachers (and Instructional Coaches & Teaching Coordinators, as applicable), based on the Teacher Evaluation System
- Dedicate time to review teacher’s progress during one on one meetings, evaluation discussions and identify resources as needed
- Review IEP planning notes and IEP progress reports, and support teachers in making revisions as needed
- Ensure that all school and classroom environments are supportive, culturally responsive, welcoming, respectful, trauma-sensitive, gender- and sexuality-inclusive, reflective of the community and students’ cultures and identities, and well-maintained
- Support data use in instructional planning and improved student outcomes tailored to the diverse strengths and needs of the student population.

Updated February 23, 2022
• Contribute to SEIS student outcome achievement by taking action to close achievement, access, and opportunity gaps for students of color, economically disadvantaged students, English learners, and students with disabilities
• Review historical, longitudinal and disaggregated student data to plan and regularly monitor the impact of key improvement strategies, instructional practices, and the use of resources on student outcomes.
• Identify corrective action to address low-performing educational programs at host agencies for intervention and improvement planning
• Promote the success of teachers and youth within their designated area and collaborate with other educational coordinators, including DYS Coordinators, in the planning of both regional and statewide training, including faculty meetings
• Support professional learning communities
• Complete all administrative reports as needed, including teacher schedules and calendars detailing collaboration with host agencies and families, and host agency trainings
• Provide technical assistance and support to host agency programs as needed
• Assist the SEIS Contract Administrator and Human Resources in the investigation of incidents involving student and/or staff misconduct and complaints as applicable
• Assume control of emergency/crisis situations, informing appropriate sources, obtaining assistance as needed, dispatching staff as indicated and filing appropriate documentation of same
• Work with host agency staff to implement and support integrated service delivery across the agencies
• Maintain, analyze and report data on all essential functions of the position

Other Duties and Responsibilities:
• Participate in relevant regional and statewide meetings
• Participate and/or support the implementation of all designated initiatives within the host agency
• In conjunction with the SEIS Associate Director for Program Coordination, develop and maintain personal professional development plan
• Use all SEIS resources according to established policies and procedures
• Assist with scheduling annual inventories of all resources
• Assist in coordination and support all statewide testing as needed, following procedures for security and confidentiality as outlined by ESE
• Assume any additional responsibilities as directed by the Associate Director for Program Coordination

Qualifications:
• Master’s degree from accredited college or university desirable
• Massachusetts teacher licensure and Massachusetts special education administrator license
• A minimum of 3 - 5 years of demonstrated successful teaching or supervisory experience in special education
• A minimum of 1 - 3 years demonstrated ability to successfully lead, coordinate and supervise staff
• Strong written and oral communication skills
• Experience promoting fairness and equity and creating opportunities for access and student success
• Demonstrated ability to foster a sense of belonging; works to understand the perspectives of others
• Valid driver's license and reliable vehicle required

Updated February 23, 2022
Physical Demands:

- Ability to move about inside the office to access file cabinets, office equipment, including using a computer and other office equipment.
- Frequently communicate by phone, face to face, email, and video conference with teachers and hiring managers throughout the state.
- 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.
- 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.

Working Conditions:

- Requires working a flexible schedule which may include night meetings
- This position includes extensive travel with mileage reimbursement
- Ability to handle interruptions and maintain productivity
- Ability to work with diverse personalities
- Need to work both independently and collaboratively
- Will often work in programs that are locked, with high security in place for students and staff
- 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

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

Updated February 23, 2022