Department: Special Education in Institutional Settings
Title: SEIS Associate Director for Program Coordination
FLSA Status: Exempt
Reports to: SEIS Contract Administrator
Salary: Negotiated

Purpose: To assist in administering the SEIS Contract services for the benefit of children and youth residing in facilities operated by the Massachusetts Departments of Mental Health, Public Health, Youth Services and the County Houses of Correction through program coordination.

The Associate Director for Program Coordination will ensure the Host Agency Coordinators are proficient in the teacher evaluation system and work with Host Agency staff to align efforts to support students across programming.

Essential Functions:
● Assist the SEIS Contract Administrator in implementing and supervising the SEIS statewide contract by managing program coordination
● Supervise, evaluate and support the statewide Host Agency Coordinators
● Coordinate investigations of incidents and follow-up activities collaboratively with human resources and CES Investigator.
● Maintain ongoing proactive communication, alignment and collaboration with representatives of the Massachusetts Department of Elementary and Secondary Education; Departments of Mental Health, Public Health, Youth Services, and the County Houses of Correction; and Massachusetts school districts, to support youth and families
● Conduct and ensure completion of educator evaluations
● Collaborate with Host Agency leadership to coordinate transition services
● Maintain up-to-date knowledge of special education laws and regulations, as well as research-based interventions, high leverage practices and programs for students with disabilities
● Assist in the design of customized SEIS professional development for each host agency.
● Participate in the implementation of a statewide data management system
● Maintain, analyze and report data on all contract initiatives
● Provide instructional leadership by focusing on improving teacher practice including inclusive practice and student learning outcomes
● Regularly contribute to systems and structures promoting operational continuity to sustain SEIS educational initiatives during leadership turnover and teacher vacancies
● Ensure compliance with DESE process to request a waiver for Educator Licensure working with Operations Assistant to support submission.
● Hiring managers work closely with the department administrative or executive assistants to verify licensure status through ELAR.
● Participate in annual workforce analysis with Human Resources and Finance Department

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• 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
• Use data to promote continuous improvement of job performance and program outcomes
• Ensure integrity of schedules, procedures and implementation plans for all statewide testing.

Other Duties and Responsibilities:
• Considerable travel to program sites and statewide meeting sites
• Use all SEIS resources according to established policies and procedures
• Assist with annual inventories of all resources
• Perform other duties as assigned by the SEIS Contract Administrator

Qualifications:
• Masters degree in Special Education and/or related field
• Licensure in Special Education Administration
• Special Education teaching experience, either in public school or alternative programs
• Experience managing, coordinating, developing and evaluating programs for students with disabilities
• Strong written and oral communication skills
• Strong computer skills
• Knowledge of assistive technology equipment and software
• Experience collaborating with school districts, social service agencies, related service providers and parents
• Applied knowledge of inclusion, consultative and substantially separate teaching models
• In-depth understanding of disability-specific interventions, positive youth development, the transition process, diversity / cultural competence and resilience theory as relates to students with disabilities
• Experience in recruiting, hiring, training and evaluation
• Knowledge of and commitment to principles and practices of social justice, equity, and inclusion
• Valid driver’s license and reliable vehicle required

Physical Demands:
• Must be able to enter, exit, 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.
• Ability to move about inside the office to access file cabinets, office equipment, including using a computer.
• Frequently communicate by phone, face to face, email, and video conference with teachers and hiring managers throughout the state.
• Must maintain situational awareness, including awareness of student activity and communication in a fast-paced secure institutional setting.

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Working Conditions:
● Work is subject to interruption and redirection, and priorities may change during the course of a day due to programming needs.
● Considerable driving to program sites throughout the state
● Will sometimes work in locked settings with high security for students and staff
● Ability to work productively with frequent interruptions

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

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