FY 23 JOB DESCRIPTION

Department: DYS Educational Initiative
Title: Postsecondary Programming and Student Support Services Coordinator
FLSA Status: Exempt
Reports to: Associate Director of Education and Transition Services

**Purpose:** The purpose of the Postsecondary Programming and Student Support Services Coordinator is to provide statewide leadership in the development and oversight of the postsecondary initiative and related student support services including state mandated assessments (MCAS) across the continuum of DYS care through to discharge.

**Essential Functions**

- Provide leadership in developing and organizing high quality, individualized and authentic postsecondary programming for students throughout the DYS continuum of care, coordinating and or supporting 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), provider organizations, and external stakeholders as necessary such as LEA school and district leadership, Institutions of Higher Education (IHE) leadership, DHE, EOE, DESE, and DCF, the Bureau of Transitional Planning, and others.
- Develop strong partnerships with Massachusetts IHEs, including supports for DYS involved youth that may be beyond IHEs standard operations and course delivery.
- Stay informed of local and national higher education initiatives, trends, research and funding opportunities.
- Coordinate with CES DYS Education Initiative Leadership, DYS Education Leadership to identify where and when DYS postsecondary programming can be connected to or impacted by current trends and opportunities.
- Supporting the MCAS system in DYS and use of such assessment data to inform instruction.
- Develop and execute with colleagues an annual assessment calendar (including, among others, MCAS, ACCESS, Accuplacer).
- Serve as the primary contact for external organizations in relation to assessment administration, including DESE.
- Lead and oversee student test administration and coordination of all test logistics including organization of assessment materials and scheduling.
- Provide training to educators on procedures and protocols related to assessment administration.
- Provide support to educators in the use of testing and other assessment software.
- Support all aspects of the Future Ready initiative, especially Concentrations three, Postsecondary, and four, Career Readiness.
- Work closely with teaching and learning team to identify curricular and other resources that support postsecondary success.
- Identify funding sources or other opportunities for youth in postsecondary and/or career readiness concentrations.
- Design guidance documents regarding postsecondary processes and protocols to disseminate to the field.
● Provide and/or coordinate professional development and/or technical assistance statewide for DYS stakeholders on the postsecondary programming and process. Develop materials, presentations, and communications as necessary.

● Assist with the development and delivery of informational training for postsecondary contacts regarding DYS, and coordinate communication among post-secondary stakeholders including program staff, teaching coordinators, ECCs, caseworkers, district office staff, regional coordinators, the Director of Curriculum, Assessment, and Instruction, and the Associate Director of Education, DYS.

● Identify gaps and challenges in the system and work with leadership to propose efficient and effective solutions.

● Facilitate communication and organization between the Director of Curriculum, Instruction, and Assessment; the Associate Director of Education and Transition Services, CES; Assistant Director of Education, DYS; and others as necessary.

● Assist in the development, design, and coordination of professional development opportunities for ECCs and other education stakeholders involved in transition planning and college and career readiness support.

● Supervise and evaluate Postsecondary Administrative Assistant in close collaboration with Administrative Coordinator for Teaching and Learning team.

● Provide coaching to ECCs as directed.

● Promote strong working relationships with professionals representing other dimensions of the DYS system and with regional education leadership.

● Assume any additional responsibilities as directed by the Associate Director of Education and Transition Services.

Additional Responsibilities

● Assume additional responsibilities as assigned by the Executive Director or designee.

Qualifications

Required:

● Master’s Degree from accredited College or University in related field (i.e. education, social worker, guidance counselor, or psychologist).

● Valid Massachusetts Administrator license.

● Demonstrated experience working with youth with disabilities, youth placed at risk, and diverse populations.

● Excellent communication skills (writing, speaking and technology).

● Able and willing to travel throughout Massachusetts, including valid drivers’ license and reliable vehicle.

Preferred:

● Strong project management experience.

● School Counselor and/or Guidance license.

● In depth knowledge of federal and state education laws and regulations, especially IDEA and ADA.

● Successful experience in Leadership & Supervision of professional staff.

● Applied understanding of positive youth development and cultural responsiveness.

● Current knowledge and experience within the juvenile justice field.

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
• This position includes extensive travel with mileage reimbursement
• Skilled in working both independently and collaboratively
• 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

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 population we serve

06/13/22