PREPARED FOR:  DYS Educational Initiative

ASSOCIATE DIRECTOR OF DYS EDUCATION AND TRANSITION SERVICES

FLSA STATUS: Exempt

REPORTS TO: Director of DYS Education Initiative or designee

PURPOSE: The Associate Director of DYS Education and Transition Services provides statewide leadership in the design, delivery, and quality of education, student support, and transition services for youth across DYS’s “continuum of care”, from residential placement 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, Regional and Asst. Regional Education Coordinators, Education Assessment Coordinators, DYS statewide and regional leadership, Special Education in Institutional Settings (SEIS), and providers.

2. Collaborate with the Director of DYS Education Initiative in carrying out high quality, engaging, culturally responsive, and effective educational services to youth placed in DYS care.

3. Provide leadership, content expertise, and oversight of transition system, including those provided by the Education and Career Counselors and other education transition staff.

4. Supervise Coordinator of Student Services and Postsecondary Programming and Detention Transition Specialist.

5. Develop and manage effective communication and reporting protocols across key stakeholder groups, i.e. Assistant Regional Education Coordinators, DYS Community Services, Teaching Coordinators, etc.

6. Provide and/or organize technical assistance and professional development to Education and Career Readiness Counselors and other education transition staff working in DYS settings, including, but not limited to Special Education, Chapter 766, Chapter 688 referrals, 504 plans and services, family engagement, college and career counseling, school discipline (Chap. 37, 37H ½ ) and other regulatory/legal issues and challenging cases.

7. Serve as Statewide Education 504 Coordinator and provide corresponding training.

8. Develop and strengthen relationship-centered transition programming with a focus on positive youth outcomes, integrated and collaborative program delivery, and best practices.

9. Work with the DYS education and research/reporting team to support the development and oversight of student outcome data, including regular reporting, analysis, and oversight data quality assurance.
10. 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.

11. Meet and work in collaboration with provider staff to assure continuity of education transition and re-entry services.

12. Oversee the MCAS system in DYS and use of such assessment data to inform instruction.

13. Monitor fidelity of data entry into Aspen. Maintain proficiency of JJEMS and collaborate on ongoing development with DYS. Manage quality assurance of data and the use of this data to inform programming.

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

15. 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).

16. Oversee CES HiSET programming for youth involved in DYS, both in residence and in the community. Serve as Chief Examiner.

17. Ensure proper record keeping and accountability.

18. Support alignment of educational transition and re-entry efforts within the DYS education system, Special Education in Institutional Settings (SEIS) and its partners.

19. Implement strategies for recruiting and retaining a diverse, highly qualified workforce.

20. Submit reports on programming and actively participate in the development of written materials as needed.

21. 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.

22. Provide mentoring to education leadership seeking to advance their licensure in accordance with ESE regulations as may be required.

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 Education or a related field (i.e., social worker, guidance counselor, or psychologist).
2. Valid Massachusetts Administrator’s 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. Strong Project Management skills.
6. Minimum of three years of experience in Leadership & Supervision of professional staff.
7. Excellent communication skills (writing, speaking and technology), facilitation, and training skills.
8. Able and willing to travel throughout Massachusetts.
Preferred:

1. Special Education Administrator Certification
2. Strong project management experience.
3. Prior experience as a teacher, guidance, or adjustment counselor.
4. Applied understanding of healthy youth development, cultural responsiveness, and positive youth development.
5. 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
- This position includes extensive travel with mileage reimbursement
- Ability to work with diverse personalities
- 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