

**Arlington Public Schools
Arlington, MA 02476**

JOB DESCRIPTION

POSITION: Assistant Superintendent for Student Services

JOB GOALS:

The Assistant Superintendent of Student Services oversees the delivery of student services for students in all grades pre-K to 12 and post-secondary where applicable. These include: special education and related services; school health and nursing services; counseling and social work services; clinical and mental/behavioral health services, McKinney-Vento/Homeless services; and ADA/504 services. The Assistant Superintendent of Student Services collaborates with the Assistant Superintendent for Curriculum to promote best practices and to ensure all curriculum and instruction is accessible, universally designed, and inclusive for all students.

Qualifications:

- Massachusetts Certification as a Superintendent/Assistant Superintendent or the ability to readily attain these certifications.
- Advanced degree in educational administration or appropriate discipline.
- Broad working knowledge of child development, learning theory, specialized and research-based interventions/methodologies, data analysis, strategic planning and personnel practices.
- Effective interpersonal and leadership skills; experience facilitating group decision-making and communication.
- Experience developing and implementing professional development programs.
- Experience in creating and supporting special programs.
- A minimum of 5-7 years experience as a school administrator and a minimum of 5 years experience as a special education teacher and/or specialist preferred.
- Excellent leadership, administrative and financial management skills.

- Thorough knowledge of federal and state statutes and regulations relating to the delivery of student services.
- Excellent oral and written communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Special Education Department

- Provide leadership and supervision in the management of a continuum of special education services for students ages 3-21 including preschool programs. (when you turn 22 your entitlement terminates)
- Provide leadership in program planning for all students in need of special education services
- Consult with Special Education Coordinators and Building Administrators in implementing instructional support services, accommodations, and interventions for diverse learners.
- Exercise responsibility for the evaluation and maintenance of records of students referred for special education services.
- Oversee all Child Find activities related to special education including Part C to Part B referral and transition, eligible parentally placed private school students, and other eligible students.
- In supervision of the Out-of-District Coordinator and in collaboration with the Superintendent and Chief Financial Officer, monitor the placement of students requiring out-of-district placements and ensure such placements are consistent with special education laws and are fiscally responsible decisions.
- Keep current with developments in Education Law, Special Education Law and instruction strategies/techniques, and provide leadership in determining their impact on instructional programming.
- Serve as the liaison among districts involved in the LABBB Collaborative and exercise responsibility for the organization, supervision and administration of cooperative programs with other collaboratives, schools, and neighboring districts.
- Collaborate with the Director of Transportation to provide transportation services for all students who require transportation.
- Cooperate with all parent and other community groups, and work closely with the Special Education Parent Advisory Council (SEPAC), which includes regular meetings and

communication with SEPAC. Maintain communication with special education parents/guardians.

Nursing, Counseling, SEL and General Duties

- Supervise and evaluate the Director of Nursing and the Director of Social-Emotional Learning and Counseling, and other Directors of Student Services as assigned.
- Collaborate with the Director of Nursing on appropriate staffing levels for nurses throughout the District.
- Work closely with the Director and District Administrators and faculty to assess and improve curriculum and resources for SEL and mental health.
- Identify and implement professional development programs, in conjunction with the Assistant Superintendent for Curriculum and Instruction and District Administrative Team.
- Manage the budget for the Student Services Department. Collaborate with the Chief Financial Officer and Director of Grants on the funding sources for the programs within the Student Services Department.
- Recommend appropriate staffing levels and identify staffing needs for the Student Services Department. Recommend staff appointments, promotions, and dismissals when necessary, with the assistance of other District and Building Administrators.
- Represent the District or assign a designee as needed in legal matters including but not limited to adjudicated youth cases, Due Process and other BSEA matters, OSEP/civil rights complaints, and other matters related to special populations under the umbrella of Student Services.
- Manage all DESE compliance activities related to Student Services, including Proportionate Share, Circuit Breaker, Indicators, Grants, and Tiered Focus Monitoring.
- Develop and direct Nursing Services program and clinical programs in mental and behavioral health consistent with state mandates, School Committee policy, and best practices (eg., APA, NASP, BACB, NASW).
- Interpret existing policies and regulations to staff and make recommendations concerning the formulation and update of policies and regulations.
- In collaboration with the District Attendance Officer, monitor attendance of students in order to enforce and protect their rights to a free and appropriate public education.

- Oversee McKinney-Vento and collaborate with the District Attendance Officer to ensure that all eligible students receive educational services.
- Oversee Home Hospital Tutoring services for students who require tutoring when out of school in accordance with state regulations.
- Organize and direct the maintenance of all student records and reporting of student data, in compliance with state and federal laws.
- Support the District's Strategic Plan and Diversity, Equity and Inclusion goals and lead a Department that is actively anti-racist, in collaboration with the Director of Diversity, Equity, and Inclusion.
- Serve as a member of the Superintendent's Cabinet and District Administrative Team.
- Attend School Committee meetings and other necessary District meetings.
- Perform all related additional duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Full Year Position

REPORTS TO: Superintendent of Schools

SALARY AND BENEFITS: \$160,000-175,000. Non bargaining unit position. Health insurance and other benefits in accordance with Town and School benefit packages open to all benefit-eligible employees.

Physical Requirements: Work is generally performed in office and school settings. Ability to travel to different District schools throughout the week and occasionally outside of Arlington. Ability to work evening and occasional weekend hours.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.