

NASHOBA Regional School District



Together, we inspire and challenge all learners to realize their unique potential and become active contributors to their community

Office of the Superintendent

Kirk Downing, Superintendent

Laura Friend, Assistant Superintendent of Teaching and Learning

Position: Director of Student Services

The Director of Student Services is employed without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin or military status.

NRSD welcomes employees with diverse racial, cultural, religious, class, and/or gender backgrounds and experiences.

Organizational Scope:

Reporting directly to the Superintendent of Schools, the Director of Student Services leads through a lens of equity in coordinating programs related to special education, speech, OT/PT, psychological assessment, and homebound and out-of-district instruction. Additionally, the Director of Student Services oversees and ensures Section 504 plan implementation, counseling services, collection of 51A records, and represents the district in the Assabet Valley Collaborative. The Director of Student Services is responsible for the overall leadership and management of the programs, budgets, grants, staff and parent/community relations concerning Student Services. Finally, the Director of Student Services will supervise the Director of Health, Wellness and Safety, who also serves as the nurse leader.

The work of the Director of Student Services is influenced by NRSD's core values of academic achievement and personal growth; voice, choice and agency; lifelong learning; a safe, caring and inclusive community; collaborative partnerships; innovation; and a sense of belonging for all.

Position Responsibilities:

- Plans, directs, and coordinates the delivery of special education, in compliance with federal and state laws and regulations;
- Approves the hiring of all special education, related services, nursing, and counseling staff;
- Serves as the school administrator of special education under regulations 603 CMR Section 18.00 sub. 2 (Program and Safety Standards for Approved Public or Private Day and Residential Special Education School Programs);
- Supports the placement of students with special needs in appropriate education programs;
- Works with special educators and classroom teachers to develop collaborative, inclusive classrooms, as well as programs that focus on specific disability needs;
- Oversees school 504 coordinators (Principal/Designee) in the implementation of 504 accommodations, in compliance with federal and state laws and regulations (excluding medical 504 plans);
- Consults with Director of Health, Wellness and Safety on medical 504 plans;
- Initiates staff development programs designed to promote growth and to ensure compliance with changing regulations;
- Establishes program goals and objectives and assess outcomes;
- Prepares, administers and monitors the Student Services budget and grants, using the current Department of Elementary and Secondary Education (DESE) funding criteria;
- Provides the Superintendent and Finance Director with regular updates on the changing variables in the Student Services budget;

- Meets regularly with the Finance Director to anticipate and monitor Student Services expenditures and reimbursements;
- Oversees the preparation of DESE reports to monitor yearly trends;
- Arranges for tutors for children at home and in hospital placements;
- Provides collaborative consultation with the Special Education Parent Advisory Council;
- Prepares and submits DESE Special Education Grants;
- Oversees transportation of special education and homeless students;
- Provides support and consultation to staff and assists in resolving difficult or complex cases;
- Attends special education Team meetings when necessary;
- Provides support and resources to other district administrators and to parents;
- Keeps current on related issues in special education through attendance at workshops, conferences, and training sessions;
- Collaborates in the planning and supports staff professional development through in-service workshops and dissemination of information and resources on job-related topics and conferences;
- Collaborates with the Teaching and Learning Department on professional development for the district;
- Coordinates the district's presentation at Bureau of Special Education Appeals for mediations and hearings;
- Serves on a variety of councils and committees to advocate for the needs of at risk students and fosters communication with school district staff as well as with members of the NRSD community;
- Collaborates with all TEAM chairpersons weekly;
- Collaborates with all counselors and meets with department leaders monthly;
- Oversees Medicaid claims;
- Evaluates the Assistant Director of Student Services;
- Evaluates all TEAM Chairpersons and assigned special education staff in accordance with the Teacher Supervision and Evaluation Tool;
- Oversees and annually submits MA Circuit Breaker Reimbursement; and
- Oversees 51A case reports and counsels educators on the roles and responsibilities of mandated reporters.
- Communicates with staff and families weekly through school district updates;
- Collects annual survey data and collects data on the team meeting processes; and
- Attend school committee meetings.
- The omission of specific duties here does not exclude them from the position's responsibilities if the work is similar, related, or a logical assignment to the position.

Job Qualifications:

- Licensure by MA DESE as. Supervisor/Director of Pupil Services
- Master's degree or higher with graduate work in school administration, special education, counseling, or pupil personnel services.
- Commitment to diversity, equity and inclusion best practices.
- Demonstrated leadership experience in budget development/management, program development, and staff supervision, and experience in grant writing and management.
- Knowledge of legal requirements in special education and pupil personnel services
- Knowledge of child/adolescent development and the learning needs of children
- Knowledge of current teaching practices, inclusion, education reform, and technology
- Experience in parent/community relations, interpersonal skills and the ability to relate well with students, staff, administration, parents and the community.
- Excellent communication skills and the ability to communicate effectively, both orally and in writing.
- Ability to manage one's own workload and prioritize tasks.
- Must be able to assist in the protection of students and school property, and assist or lead in fire and other emergencies or drills as required by law and School Committee policy.

Physical Demands:

Most work is performed in a typical office environment requiring minimal to light physical effort. This may include everyday discomforts and distractions typical of office settings, such as proximity to colleagues, temperature variations,

frequent interruptions and moderate noise. This position may require the ability to operate a computer keyboard and standard office equipment at efficient speed and for lengthy periods of time.

Terms of Employment, Evaluation of Performance, and Salary:

The Director of Student Services is a year-round, full-time, FLSA exempt position. Terms of employment, including salary, are negotiated individually with the Superintendent of Schools. Performance will be evaluated in accordance with the provisions of the School Committee's policy on Evaluation of Professional Personnel.