

ASSISTANT SUPERINTENDENT OF ACADEMIC OPERATIONS

Qualifications:

1. Master's degree or higher from an accredited college or university in educational administration, curriculum/instruction, special education, or a related field.
2. Valid Massachusetts Superintendent/Assistant Superintendent's license and Administrator of Special Education certification, or proof of eligibility.
3. A minimum of ten (10) years of successful experience in teaching, school administration, and leadership in special education.
4. Demonstrated leadership in curriculum development, instructional practice, and special education.
5. In-depth knowledge of current educational laws and best practices in special education (e.g., IDEA, Section 504), including advocacy for students with disabilities.
6. Proven ability to collaborate with diverse constituencies, including administrators, parents, teachers, external service agencies, and school committee members.
7. Strong communication and relationship-building skills with students, staff, parents, and the broader community.
8. A collaborative, positive attitude with the ability to approach challenges with humor and flexibility.
9. Such alternatives to the above qualifications as determined acceptable by the School Committee.

Reports to: Superintendent of Schools

Supervise:

- Director of Curriculum and Instruction
- Assistant Director(s) of Special Education
- Other designated instructional and special education staff.

Job Goal: To provide visionary leadership in the administration of instructional and special education services, ensuring the highest standards of education, equity, and inclusion for all students. As the Chief Administrative Officer in the absence of the Superintendent, this role will carry the authority to resolve operational issues, align district activities with strategic goals, and ensure compliance with state and federal requirements.

Performance Responsibilities:

Administration & Instruction

1. Provide strategic leadership for the development, implementation, and evaluation of curriculum and instructional programs, ensuring alignment with district goals and compliance with state and federal standards.
2. Oversee long-term planning for instructional and special education programs, working collaboratively with principals, special education staff, and district leadership.

3. Supervise, evaluate, and support the Director of Curriculum and Instruction, the Assistant Director of Special Education and other instructional personnel, ensuring high-quality academic programs.
4. Lead the design, editing, and evaluation of curriculum guides and instructional resources, promoting the integration of inclusive practices for all learners.
5. Coordinate all professional development and training for staff on best practices in instructional delivery and meeting the needs of special education students.
6. Oversee the development and management of the budget for instructional and special education programs, including competitive and entitlement grants, ensuring the effective allocation of resources and compliance with district goals.

Special Education Leadership

7. Oversee all aspects of special education programming, ensuring compliance with IDEA, including IEP development, placement, and service delivery.
8. Provide leadership and guidance to the Assistant Director(s) of Special Education to ensure effective service delivery and compliance with regulations.
9. Collaborate with external agencies and the Department of Education to ensure district-wide compliance with state and federal special education regulations.
10. Lead and advocate for continuous improvements in the district's special education programs, ensuring equitable access and opportunities for students with disabilities.
11. Develop procedures for identifying, evaluating, and placing special education students, ensuring an inclusive and effective system of support.
12. Coordinate the IEP development process, TEAM meetings, and the integration of special education services with general education programs to ensure cohesive educational experiences for all students.
13. Oversee transportation, tutoring services, and other necessary support for special education students to ensure their academic success.

Community Involvement and Communication

14. Represent the district in community meetings related to curriculum, instruction, and special education matters, effectively communicating the district's vision and strategies.
15. Articulate the district's educational goals to the community, school committees, and other stakeholders.
16. Act as a key liaison between the district, school committees, and external service agencies, advocating for resources, partnerships, and community support for special education initiatives.

Policy & Procedure Development

17. Collaborate with the school committee and leadership team to create and revise policies, ensuring alignment with state and federal regulations.
18. Monitor and evaluate the implementation of district policies and procedures, making recommendations for improvements to enhance service delivery to all students.

Other Responsibilities

- 19. Serves in the absence of the Superintendent, when designated by the Superintendent, as the chief administrative officer of the schools.
- 20. Lead the development and implementation of comprehensive in-service training programs for all instructional staff, focusing on best practices for diverse learners, including those with special needs.
- 21. Lead the development of communication materials, such as newsletters, brochures, and guides, to inform the community about the district’s special education services and initiatives.
- 22. Oversee the collection of program evaluation data and recommend changes to improve the special education program based on findings.
- 23. Assist in monitoring the proper implementation of all education regulations and ensure all documentation and procedures are in compliance.
- 24. Serve as a resource person and consultant to the system and community on all matters related to education services.
- 25. Other responsibilities may be assigned by the Superintendent as necessary.

Terms of Employment:

- 12-month work year
- Salary and benefits are competitive and commensurate with experience and qualifications.

Evaluation:

- Performance will be evaluated annually in accordance with School Committee policy.

TERMS OF EMPLOYMENT: 12 (twelve) Month Work Year

EVALUATION: *Performance of this job will be evaluated annually in accordance with procedures established by the School Committee*

SALARY: *To be commensurate with the annual salary schedule established by the School Committee for unaffiliated staff.*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**PLYMOUTH
SCHOOL COMMITTEE**

INFORMATION: _____
DISCUSSION: _____
APPROVED: _____