

POST

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**LYNN PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES  
100 BENNETT STREET  
LYNN, MASSACHUSETTS 01905**

**JUNE 18, 2018**

**TO: ALL INTERESTED APPLICANTS**

**RE: ADMINISTRATOR OF SPECIAL EDUCATION**

QUALIFICATIONS:

1. Bachelor's and Master's Degree from an accredited college or university required.
2. Doctorate or Master's in Administration of Special Education preferred.
3. Massachusetts State Certification as an Administrator of Special Education.
4. Experience with all D.O.E. IDEA and 504 laws and regulations.
5. Experience with legal issues in special education.
6. Ten years' experience in the field of special education.
7. Experience as a Director or Assistant Director of Special Education preferred.

All candidates are responsible for proof of qualifications which must be included with the letter of application.

REPORTS TO: Superintendent of Schools/Deputy Superintendent

PERFORMANCE RESPONSIBILITIES

**Vision Mission**

1. Promote the district's commitment to the inclusion of special needs students in order to afford maximum opportunities for high student achievement among our special learners.
2. Implement ESE and EDEA regulations related to special education policies and procedures.
3. Keep informed of all legal requirements governing special education and communicates same to special education staff, general education staff, and building/central office administrators.
4. Stay abreast of all research relevant to the delivery of special education services, and recommend improvement strategies to Superintendent.
5. Work in conjunction with building principals, Director of ELL, and the Executive Director of Curriculum and instruction to strengthen regular educational supports.
6. Strive to identify least restrictive environment for all students, and recommend to the Superintendent on-going improvements to structures and program delivery.
7. Ensure that all special education students have access to same rigorous curriculum and instruction as do regular education peers, fully maximizing attempts at inclusion theory and practice.
8. Strengthen procedures for referral, re-evaluation, and reporting within ESE timelines.

### **Staff Supervision/Data/Evaluation of Program**

9. Maintain exact and "in-time" data on student and staff rosters.
10. Supervise special education clerical support in order to increase efficiency and timely response.
11. Consult with Human Resources with respect to hiring staff and collaborate with building principals to attract and hire highly qualified staff.
12. Establish and coordinate schedules for special education support staff and evaluate time efficiency of those services.
13. Supervise all special education personnel.
14. Evaluate staff according to Massachusetts Educator Evaluation System.
15. Prepare for Coordinated Program Reviews and take corrective action when necessary.
16. Collaborate with Compliance Officer to fulfill all procedural and policy expectations relative to Office of Civil Rights.
17. Adhere to local union contract language.
18. Consult with attorneys when necessary around policy and procedures with exceptional cases.

### **Budget and Organization**

19. Prepare budget for special education department.
20. Pursue and prepare all federal and state grants, and collaborate with Grants Manager to maintain grant compliance.

### **Community Relations**

21. Meet regularly with parent advisory groups and local community support agencies to attain a holistic approach to service delivery


EVALUTION: Performance will be evaluated by the Deputy/Superintendent of Schools

DAYS: Twelve month position

HOURS: Regular hours: 7:45 - 3:45 M-Th; 7:45 - 2:45 Friday and school vacation days;  
Summer hours: 7:45 - 2:45 M-Th; 7:45-12:45 Friday

SALARY: Base Salary \$123,340

BENEFITS: Per agreement between the School Committee, City of Lynn, and the School Administrators Association.

  
Catherine C. Latham, Ed.D.  
Superintendent of Schools

**APPLICATION PROCEDURES:**

Please direct a letter of application, including a statement granting permission for community staff review of credentials, a current resume, three letters of reference and documentation of education (transcripts) and experience to:

**Barbara C. Rafuse  
Director of Human Resources  
Lynn Public Schools  
100 Bennett Street  
Lynn, MA 01905**

**THE CLOSING DATE FOR APPLICATIONS IS NOON  
TUESDAY, JULY 17, 2018**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.** Under no circumstances is it appropriate for a candidate to communicate in any form with a member of the School Committee concerning his/her candidacy at any time before final action is taken by the Committee relative to the vacancy to be filled.

It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, gender identity, religion, sexual orientation, home status or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L., Ch. 76. Sec. 5, M.G.L., Ch. 151B, and M.G.L., Ch. 151C.

The Lynn School Department accepts all state and federal laws regarding the possession and/or use of illegal drugs as binding on its employees and, therefore, all employees are prohibited from possessing, using, or distributing illicit drugs or alcohol on premises or at any school-sponsored activity.