

**CONTRACT OF EMPLOYMENT**  
**Student Services Director**  
**Town of East Longmeadow, Massachusetts**

This agreement, made as of **September 16, 2024** by and between the East Longmeadow School Committee, hereinafter referred to as the "School Committee", and **Jenny Sullivan**, hereinafter referred to as the "Student Services Director"

Both parties agree that the Student Services Director shall perform in good faith the duties and obligations of the Student Services Director as provided by Massachusetts General Laws, the Student Services Director Job Description (Appendix A) and the rules and policies of the School Committee. The Student Services Director will report to and work under the direction of the Superintendent of Schools as a member of the ELPS Leadership Team.

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. EMPLOYMENT: The School Committee hereby employs Jenny Sullivan as Student Services Director of East Longmeadow and the Student Services Director hereby accepts employment on the following terms and conditions:
2. TERM: The term of this contract shall be for three years commencing on **October 7, 2024** up to and including **June 30, 2027**. Not later than **February 15, 2027** the Superintendent will inform the Student Services Director whether or not he/she will enter into negotiations regarding a successor contract of employment as Student Services Director for East Longmeadow Public Schools.
3. COMPENSATION: The Student Services Director shall be paid a salary of:
  - a. For the period of **July 1, 2024** through **June 30, 2025** at the annual rate of **\$125,000.00**. The salary for this year would be prorated from the actual start date of October 7, 2024. Future raises will be dependent upon the Superintendent's overall evaluation of the Student Services Director, from "Unsatisfactory", "Needs Improvement", "Proficient", "Exemplary;"
  - b. For the period of **July 1, 2025** through **June 30, 2026** at an annual rate between the previous year's salary and **\$127,500**, dependent upon the Superintendent's overall evaluation of the Student Services Director, from "Unsatisfactory", "Needs Improvement", "Proficient", "Exemplary;"

The Student Services Director also has the opportunity to earn an additional stipend of .5% or \$625 through accomplishing one mutually established goals with the Superintendent focused on helping the District achieve its established SMART goals and allowing the Director to grow professionally. The goal when achieved would equal a stipend of \$625. The Superintendent and the Director will review progress toward the goal at the Mid-Cycle Formative Evaluation and at the Summative Evaluation.

- c. For the period of **July 1, 2026** through **June 30, 2027** at an annual rate between the previous year's salary and **\$130,050.00**, dependent upon the Superintendent's overall evaluation of the Student Services Director, from "Unsatisfactory", "Needs Improvement", "Proficient", "Exemplary;"

The Student Services Director also has the opportunity to earn an additional stipend of .5% or \$638 through accomplishing one mutually established goals with the Superintendent focused on helping the

District achieve its established SMART goals and allowing the Director to grow professionally. The goal when achieved would equal a stipend of \$625. The Superintendent and the Director will review progress toward the goal at the Mid-Cycle Formative Evaluation and at the Summative Evaluation.

- d. The Student Services Director shall be paid an annual degree differential of:

<u>Masters+30</u>	<u>CAGS</u>	<u>Doctorate</u>
\$2,800	\$3,800	\$4,800

- e. The Director of Student Services will receive an annual stipend of **\$1,200.00** as a travel allowance for gas and auto to be paid in two payments, one in December and one in June.
- f. The annual salary, consisting of the base salary and degree differential, shall be paid in biweekly installments.

4. HOURS OF WORK:

- a. Unless otherwise specified in the individual contract, the Student Services Director shall work a full year and is paid on that basis. The Student Services Director's work hours during the school year will be 8am-4pm, but extend before and after the hours of pupil attendance as necessary and include evening and weekend hours as required for attendance at meetings, activities, and all responsibilities associated with the position.
- b. The workday of the Student Services Director during times when schools are not in session will consist of no less than a seven hour day including a lunch period. The hours between 8:00 a.m. and 4:00 p.m. will provide the framework for establishing the seven-hour day. The Superintendent's office will be notified of deviations from the normal hours within the above framework.
- c. On days when schools are closed because of inclement weather, the Student Services Director will be allowed time for travel providing road conditions warrant a delay in reporting for work. Circumstances requiring more than a half hour beyond the normal reporting hour for non-school days should be reported to the Superintendent's office and indications given of expected time of arrival.
- d. Deviation from the normal workday will be permitted with the advance approval of the Superintendent. In the Superintendent's absence, the Student Services Director will notify the Central Office.
- e. Special provisions may be made with the Superintendent of Schools for the Student Services Director to participate in professional study either during late afternoons or during periods when schools are not in session.

5. ANNUAL VACATION:

- a. The Student Services Director shall earn 25 working days of vacation per fiscal year of this agreement. Should the contract be terminated prior to June 30<sup>th</sup> of a given year, the District would use an accrual rate of approximately 2.083 vacation days per month in order to determine the vacation days accrued up to the point of the termination of the contract. The Student Services Director may take up to 5 of those days (on school days) during the school year, commencing September 1 of each year. The remainder will be taken during (school vacation weeks and) the summer months of July and August unless prior approval for another arrangement is made in writing and in advance with the Superintendent. A

maximum of fifteen (15) vacation days may be carried into the next fiscal year. Any accrued but unused vacation days over and above the 15 carryover days shall be forfeited at the end of the fiscal year. At no time will the Director of Student Services accrue more than 40 vacation days. Upon termination of the contract, the Student Services Director will be paid for any unused vacation days up to the 40-day total. The per diem rate for vacation pay will be determined by dividing the annual salary in effect at the time by two hundred sixty (260).

- b. The Student Services Director shall meet with the Superintendent on or before April 1<sup>st</sup> to establish a vacation schedule for the summer. This schedule shall provide for two or more Student Services Directors on duty throughout the summer. If a conflict arises among Student Services Directors' plans, seniority shall apply in determining the vacation schedule.
6. HOLIDAYS: The Student Services Director shall be eligible to take all state holidays plus the day after Thanksgiving as paid holidays.
7. LEAVE WITH PAY
- a. The Student Services Director will receive eighteen (18) days sick leave a year with accumulation limited to 180 days. The Student Services Director may be awarded up to 180 additional days of sick leave WITHOUT PAY at the discretion of the School Committee. There will be no eligibility for "buyback" of unused sick leave on termination of employment.
  - b. Student Services Directors will qualify for leave with pay and their account will be charged for the following reasons and under the following conditions:
    - 1) Sick leave, for sickness or accident, the nature of which incapacitates the Student Services Director from performing the duties of her position to the limit of her accumulated total.
    - 2) Three (3) religious days which will not be charged to Leave With Pay.
    - 3) Five (5) days for critical illness in the immediate family. The Superintendent may extend the number of days for justifiable reasons.
    - 4) Five (5) days for death in the immediate family or household. The Superintendent may extend the days for justifiable reasons and also may approve attendance at funerals for other than members of the immediate family or household. Three (3) days for each such death in the immediate family will not be deducted from the Student Services Director's Leave With Pay account. The definition of immediate family includes mother, father, sister, brothers, spouse, children, mother-in-law, father-in-law, foster parents, significant other, or guardians.
    - 5) Two (2) personal business days for reasons approved by the Superintendent, such as, but not limited to, legal matters not involving school, attending graduations or other family matters of major importance or concern and medical checkups. Except in emergencies, the Student Services Director will give notice to the Superintendent in writing, on the form provided for this purpose, at least one day in advance of the day to be taken. In an emergency, the Student Services Director will give verbal notification to the Superintendent, but will submit a written statement on the approved form, upon her return. Up to three (3) additional personal business days may be approved by the Superintendent, at her discretion, consistent with the above notice provisions.

- 6) Any other purpose which the Superintendent shall approve in writing in advance.
- 7) The Student Services Director will complete personnel absence reports in connection with all the above absences.
- c. The Student Services Director will qualify for leave with pay but not be charged to Leave With Pay for reasons of attending professional meetings or school-connected business which are approved in advance by the Superintendent of Schools.

8. EVALUATION:

- a. The Student Services Director shall be evaluated at least once by the Superintendent by June 30<sup>th</sup> of each year of this agreement. The evaluation will include a review of progress toward mutually established annual goals and use of an instrument that is based upon the Department of Education's model system for evaluation using the appropriate rubric for a district administrator. The Student Services Director will be given an opportunity to respond to these evaluations and make recommendations thereto.
- b. Public address or audio systems and similar surveillance devices will not be used for the purpose of the Student Services Director's evaluation. The Student Services Director will be given a copy of any evaluation, complaint, or other report prepared by her superiors and will have the right to discuss such reports with the Superintendent of Schools. The Student Services Director, in turn, agrees to sign a statement that she has been given a copy of the contents discussed with him providing that such statement includes the fact that her signature does not necessarily indicate agreement with the contents.
- c. Any complaint which has merit or potential merit regarding a Student Services Director made to any member of the School Committee or the Superintendent by any parent, student or other person on which disciplinary action is contemplated will be called to the attention of the Student Services Director by the party receiving the complaint and the name of the complainant will be made known at that time.
- d. No material pertaining to the Student Services Director's conduct, service, character or personality will be placed in the Student Services Director's personnel file without her knowledge. The Student Services Director will be given the opportunity to review the material. The Student Services Director will acknowledge within ten (10) school days that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Student Services Director will also have the right to submit a written answer to such material and her answer shall be reviewed by the Superintendent and attached to the file copy.
- e. The Student Services Director will have the right, upon request to review the contents of her personnel file at reasonable times; in the place where such records are kept, and in the presence of the Superintendent or her designee. The Student Services Director will be entitled to have a representative accompany her during such review, and make copies of such materials.

9. GRIEVANCE PROCEDURE:

The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to those problems, which from time to time may arise and affect the conditions of the employment of the Student Services Director covered by this contract.

The School Committee and the Student Services Director desire that such procedure shall always be as informal and confidential as may be appropriate for the grievance involved at the procedure level involved. The time limits excluding weekend and holidays will be considered as maximum unless extended by mutual agreement in writing.

a. Definition. A “grievance” shall mean a complaint, of an actual or supposed violation, misinterpretation, or inequitable application of any of the provisions of this Agreement.

b. Levels of Procedure

Level One: A Student Services Director with a grievance will first discuss it orally with the Superintendent of Schools directly with the object of resolving the matter informally.

Level Two: If the grievance is not resolved to the satisfaction of the Student Services Director at Level One or if no decision is rendered after ten (10) days from the presentation at Level One, the Student Services Director may refer the grievance to the Superintendent of Schools in writing. Within fourteen (14) days after submission of the grievance, the Superintendent will meet with the Student Services Director in an effort to settle the grievance.

Level Three: If within twenty (20) days after submission at Level Two above, the Superintendent has not rendered a written decision or the grievance is not resolved to the satisfaction of the Student Services Director, she may request in writing to the Secretary of the School Committee that the matter be placed on the agenda of the next regularly scheduled School Committee meeting. In the event that no meeting is scheduled a meeting will be held at the School Committee level within ten (10) days from submission of the grievance to the Secretary of the School Committee. The School Committee will render its decision to the Student Services Director in writing within fifteen (15) days after said meeting.

Level Four: If the grievance is not resolved to the satisfaction of the Student Services Director, upon receipt of the written decision from the School Committee, the Student Services Director may determine that the grievance is meritorious and that submitting it to arbitration is in the best interests of the East Longmeadow Public Schools. If so, the Student Services Director may, by giving written notice to the School Committee, submit the grievance to binding arbitration within fifteen (15) days after receipt of the written decision from the School Committee. Within ten (10) days after such written notice of demand for arbitration, the School Committee and the Student Services Director will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. It is hereby noted that the services of the State Board of Conciliation and Arbitration are available to municipal employers and employees for this purpose. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. If the services of the American Arbitration Association are used, the parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitrator so selected will confer with representatives of the School Committee and the Student Services Director and hold hearings promptly and will issue her decision not later than twenty (20) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator’s decision will be in writing and will set forth her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Contract or except for clarification of the point at issue to modify, alter, add to, or subtract from the

provisions of this Contract. The award and decision made in any such arbitration shall be final and binding upon the School Committee and the Student Services Director. The direct expenses, if any, of such arbitration shall be shared equally by the School Committee and the Student Services Director but each party shall bear its own expenses for the preparation and presentation of its case.

- c. If a Student Services Director does not file a grievance in writing with the Superintendent within ten (10) days after the Student Services Director knew or should have known of the act or conditions on which the grievance is based, then the grievance will be considered as waived. Furthermore, if the next step in the grievance procedure is not acted upon within the number of days specified or within ten (10) days where no time limit is specified, then the grievance shall be considered as waived. A dispute as to whether a grievance has been waived under this paragraph will be subject to the grievance procedure at Level 4.
- d. No written communication, other document, or record relating to any grievance shall be filed in the personnel file maintained by the Public Schools of East Longmeadow for any Student Services Director involved in presenting such grievance.
- e. If the School Committee or the Superintendent shall have a grievance against the Student Services Director on the basis that she is not abiding by the terms of this Contract, the Superintendent shall meet with the Student Services Director at the most informal level possible to discuss the grievance. If the Superintendent cannot settle the grievance to her satisfaction, the Student Services Director shall meet with the School Committee within ten (10) days following receipt of a written request for such a meeting. This request will include a written statement of the grievance. If, after fifteen (15) days the School Committee is not satisfied with the disposition of the grievance, it may, by giving written notice to the Student Services Director, demand the grievance be submitted to binding arbitration. The procedure, terms and conditions of arbitration are to be the same as under Level Four preceding.

If the Student Services Director agrees that a grievance instituted under the foregoing provisions against him is justified and makes every effort to remedy the situation, the School Committee agrees not to institute arbitration proceedings against the Student Services Director.

10. TERMINATION OF CONTRACT BY STUDENT SERVICES DIRECTOR: In the event that the Student Services Director desires to terminate this contract before the term of service shall have expired, she may do so by giving at least one hundred and twenty (120) calendar days' notice of her intention to the Superintendent. Said notice shall be sent by registered mail, return receipt requested, to the office of the Superintendent. Notwithstanding the above, the Student Services Director may request and the School Committee, upon the recommendation of the Superintendent, may consider termination of this contract in fewer than 120 calendar days.

If the Student Services Director enters or leaves the system during the year, she will be paid an amount which equals the actual number of days worked or to be worked divided by the total number of scheduled days in the year (260) multiplied by the Student Services Director's annual salary. Any sick leave advanced beyond one and one-half (1-1/2) days per month for the current year will be deducted before the final payment.

If the Acting Student Services Director, Jenny Sullivan, wishes to terminate this contract, she may return to Unit A as long as there is an open position for which she is certified at the time of termination. If this termination occurs within the first year of employment as the Acting Student Services Director, she shall retain previously earned seniority in Unit A.

11. DEMOTION, DISMISSAL, DISCIPLINE: The Superintendent may dismiss, demote, suspend, or reprimand the Student Services Director for good cause and in accordance with Massachusetts General Law. As used herein, "good cause" shall mean any grounds put forth by the Superintendent which are not arbitrary, irrational, unreasonable, in bad faith or not relevant to the sound operation of the school system. No Arbitrator may apply a definition of the words "good cause" other than the definition appearing immediately above and arbitral review shall be limited to the question whether such grounds were put forth in good faith.
12. TERMINATION OF CONTRACT BY SCHOOL COMMITTEE: The School Committee, upon recommendation of the Superintendent, shall terminate this contract without further financial obligation, prior to the expiration date hereof and in accordance with Massachusetts General Laws.
13. REDUCTION IN FORCE: Should there be a reduction in the number of Student Services Directors employed by the School Committee, any Student Services Director whose position is eliminated who has also served as a member of Unit A of the East Longmeadow Education Association shall be considered for any open teaching position for which she is qualified. If a conflict arises among Student Services Directors' who exercise this option, seniority shall apply in determining the consideration.  
  
Should the School Committee elect to combine two Student Services Directorships, provided that both qualifications and certifications are equal, seniority shall apply in determining which Student Services Director shall remain in the newly formed position.
14. CERTIFICATE: The Student Services Director shall obtain during the first year, and maintain throughout the term of this agreement a current, valid and appropriate Special Education Administrator certificate qualifying her to act as Student Services Director of the district for the Town of East Longmeadow as required by Massachusetts General Laws.
15. PROFESSIONAL ACTIVITIES: The Student Services Director will seek and obtain the approval of the Superintendent prior to accepting speaking, lecturing, teaching, or other professional engagements outside the Town of East Longmeadow.
16. RESIDENCY: The Student Services Director is encouraged to maintain residence within the Town of East Longmeadow during the term of her employment.
17. REIMBURSEMENT:
  - a. The Student Services Director will be reimbursed for all approved expenses reasonably incurred in the performance of her duties. Such expenses shall include, but shall not be limited to costs of transportation and attendance at appropriate state and national meetings and conferences. All spending shall be approved in advance. All spending shall be approved in advance by the Superintendent.
  - b. The Student Services Director will be reimbursed, or direct payment shall be made, for expenses related to short-term and/or long-term disability insurance and/or life insurance. The Student Support Services Director shall select the policy or policies and shall present invoices or proof of payment to the Superintendent for reimbursement and/or direct payment. Reimbursement and/or payment for these expenses shall not exceed \$2,000.00 per year.

- c. The Student Services Director will be reimbursed or direct payment shall be made for dues to up to three (3) state and national administrators' organizations appropriate to her position approved in advance by the Superintendent. These expenses shall not exceed \$2000.00.

18. EDUCATIONAL DEVELOPMENT AND IMPROVEMENT:

- a. The Superintendent may authorize the attendance of Student Services Directors at workshops, seminars, conferences or other professional improvement sessions. This approval shall be with or without pay and may be with or without partial or full payment for reasonable expenses.
- b. The School Committee will pay up to \$650.00 for graduate-level courses in a school contract year job-related courses approved in advance by the Superintendent of Schools.

19. STATE RETIREMENT ASSOCIATION: The Student Services Director shall be a member of the Teachers' Retirement System as required by Massachusetts General Laws.

20. FRINGE BENEFITS: Except as specifically provided in this agreement, the Student Services Director shall be entitled to all insurance (medical, hospitalization, and life) benefits accorded other administrators in the East Longmeadow Schools.

21. PERSONAL INJURY: Whenever a Student Services Director is absent from school as a result of personal injury occurring in the course of her employment, she is entitled to Workers' Compensation wage payment and her regular salary to the extent of her Leave With Pay account. The number of days charged to her Leave With Pay account in such circumstances will be the proportion that the amount of sick leave actually paid bears to the full salary for a given period.

22. PROTECTION: The Student Services Director will immediately report in writing to the Superintendent all cases of alleged criminal conduct or violation(s) of civil rights suffered by him or allegedly committed by her in connection with her employment.

23. PERFORMANCE: The Student Services Director shall fulfill all aspects of this contract. Any exceptions thereto shall be by mutual agreement in writing between the Superintendent and the Student Services Director.

24. SERVICE RECOGNITION FOR RETIREMENT:

- a. A Student Services Director notifying the School Committee as soon as possible but not later than June 30<sup>th</sup> of the school year prior to retirement who has completed a minimum of 20 years of satisfactory teaching or administrative service, the last 10 of which have been in the teaching or administrative service of the East Longmeadow Public Schools, will receive an additional pay of \$9,500.00 during the last year prior to retirement.
- b. In lieu of the above and upon the same notification and employment requirements a Student Services Director may elect to receive the above \$9,500.00 in a lump sum in that Student Services Director's final pay.
- c. In order to qualify for the above benefit the Student Services Director intending to retire must give the 12 months' notice in writing to the School Committee. The Student Services Director's letter (notice) must include a letter of resignation effective (date certain.)

- d. The effect of this letter (notice) of resignation is to resign from East Longmeadow at a fixed time. Once the letter (notice) is accepted the East Longmeadow School Committee has no further obligation to employ the Student Services Director after the effective date of resignation. Should the Student Services Director die after submission of the above letter but prior to the effective date of resignation, this benefit or unpaid portion shall be payable to the estate of the Student Services Director.

25. DRUG-FREE WORKPLACE ACT:

Pursuant to the Drug-free Workplace Act (20 U.S.C. 701, et, seq.) and the regulations promulgated thereunder, the East Longmeadow School Committee hereby adopts and implements a program to prevent the use of illicit drugs by employees in the workplace.

- 1) The School Committee hereby notified all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace – on school property or as part of school activities,
- 2) As a condition of employment, all employees of the East Longmeadow Public Schools shall:
  - a. abide by the terms of Paragraph B; and
  - b. notify the School Committee in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after said conviction; and
  - c. within thirty (30) calendar days of giving notice under paragraph (2), above, any employee so convicted for a violation of a criminal drug statute occurring in the workplace shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal state or local health, law enforcement or other appropriate agency.
- 3) During the course of participation in a program under Paragraph 2 (c), above, the employee shall be considered on voluntary leave of absence without pay.
- 4) Any employee who is so convicted and who satisfactorily participates and completes an approved drug abuse assistance or rehabilitation program shall forthwith be restored to his/his former employment position.
- 5) Any employee who is so convicted and who does not satisfactorily participate and complete an approved drug abuse assistance or rehabilitation program shall be terminated from her employment by the School Committee for failure to satisfactorily participate in and complete said program.
- 6) Based upon reasonable suspicion, the School Committee shall notify local, state or federal law enforcement authorities of any unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee in the workplace.
- 7) The School Committee shall provide the Student Services Director with information regarding drug abuse assistance or rehabilitation programs approved by federal, state or local health, law enforcement or other appropriate agencies.

26. NON-DISCRIMINATION: It is the policy of the East Longmeadow Schools to abide by the letter and spirit of the laws of the Commonwealth and of the United States that guarantee the equal and unbiased

treatment of all students, parents and employees of the East Longmeadow Public Schools. The General Laws cited in the policies generally require that no person be discriminated against in employment practices including, but not limited to, hiring, promotion, transfer, discharge, pay, fringe benefits or access to educational programs and services on the basis of race, color, sex, religion, national origin, age, handicap, or sexual orientation.

Further, it is the policy of the East Longmeadow Public Schools to prohibit unlawful discrimination on the basis of sex, including, but not limited to, sexual harassment as defined in Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and M.G.L. ch. 151B.1, sec. 1 (18). Sexual harassment is also prohibited in the workplace by M.G.L. ch. 151A, sec. 25. All persons have the right to be free from sexual harassment (M.G.L. ch. 214, sec. 1.); therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school-related activities.

27. ENTIRE AGREEMENT: This contract embodies the whole agreement between the Superintendent and the Student Services Director and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by a writing signed by the party against whom enforcement thereof is sought.
28. INVALIDITY: If any paragraph, part of, or rider to this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

This agreement shall be executed in two counterparts, each which shall be deemed to be an original, and both of which taken together shall be deemed one and the same instrument.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this agreement and duplicate thereof the 16<sup>th</sup> day of September in the year 2024.

  
Dr. Jenny Sullivan, Date  
Student Services Director

  
Mr. Gordon C. Smith, Date  
Superintendent of Schools

## APPENDIX A

### East Longmeadow Public Schools Job Description

**Job Title:** Administrator of Student Services  
**Department:** School Department  
**Reports To:** Superintendent of Schools  
**FLSA Status:** Exempt  
**Approved By:** School Committee  
**Approved Date:** 4/25/2000

#### SUMMARY

Directs and coordinates special education programs in public school systems, public agencies, and state institutions to teach students with mental or physical disabilities by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Formulates policies and procedures for new or revised programs or activities such as screening, placement, education, and training of students.

Evaluates special education programs to ensure that objectives for student education are met.

Interprets laws, rules, and regulations to students, parents, and staff.

Prepares budget and solicits funds to provide financial support for special education programs.

Prepares reports, as the designated district official, for federal, state, and local regulatory agencies regarding Special Education, 504, ADA, IDEA, Title 1, Civil Rights, Title 9 and METCO.

Contracts with agencies for needed services such as day placements and residential care.

Administers and/or oversees diagnostic tests to measure special student level of cognition and performance.

Performs all other duties as assigned by the Superintendent.

#### SUPERVISORY RESPONSIBILITIES

Yes.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Candidate must have a current Director/Admin. of Special Education certificate from the Massachusetts Department of Education.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.