


# QUINCY PUBLIC SCHOOLS

Kevin W. Mulvey, Esquire  
Deputy Superintendent  
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*Richard DeCristofaro, Ed.D., Superintendent*

PLEASE POST

May 28, 2019

TO: Educational Personnel  
FROM: Kevin W. Mulvey   
RE: Special Education Team Administrator

This confirms that there is a vacancy for a Special Education Team Administrator in the Quincy Public Schools.

Interested persons should send a letter of application, resume and evidence of appropriate license on or before Friday, June 28, 2019 to:

Kevin W. Mulvey  
Deputy Superintendent  
34 Coddington Street  
Quincy, MA 02169

KWM/mp

XC: Dr. DeCristofaro  
Ms. Cox, Q.E.A.

Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

## **JOB DESCRIPTION**

### **SPECIAL EDUCATION TEAM ADMINISTRATOR**

#### **QUALIFICATIONS:**

1. Massachusetts Department of Education license in special education or a related area is required.
2. Understanding of etiology and special programming needs of children with language and/or learning disabilities, behavioral and emotional problems, and developmental delays.
3. Knowledge of special education curricula and instructional materials in both basic skill areas and content subject areas appropriate for students with special needs.
4. Demonstrated ability to utilize behavior management interventions and strategies.
5. Demonstrated ability to work with the families of students with special needs.
6. Demonstrated ability to monitor Individual Education Plans, timelines, initial evaluations, and all paperwork required by Special Education Regulations
7. Evidence of superior organizational and administrative skills.
8. Knowledge of Massachusetts General Laws and all the Federal and State laws and regulations pertaining to Special Education.
9. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate.

**REPORTS TO:** Director of Special Education

#### **RESPONSIBILITIES:**

1. Works with the Director of Special Education and other Special Education Team Administrators in providing leadership and direction for the Department of Special Education.
2. Monitors the Team Evaluation process for students as assigned.
3. Provides overall supervision and clinically supervises teachers in assigned areas.
4. Participates in Team meetings involving students upon the invitation of the Team

Chairperson or as assigned by the Director of Special Education.

5. Serves as the Special Education liaison to community groups and agencies as appropriate.
6. Manages cases of special education students when there is a rejected Individual Education Plan.
7. Assists teachers of special education students and Chairpersons in establishing regularly scheduled meetings of parents.
8. Works with teachers of special education students in developing and implementing a relevant, sequential and individualized instructional program.
9. Prepares and oversees IEP Computer data entry of the Aspen program and related Department of Education statistics.
10. Works with the Director of Special Education and building principals to implement the integration of students into regular education programs.
11. Works with the Director of Special Education to foster a positive and cooperative relationship within the Special Education Team.
12. Performs other duties as may be assigned by the Superintendent of Schools, Assistant Superintendent, or the Director of Special Education.

**SALARY:**

Based upon placement on the regular salary schedule for teachers, plus the stipend for department head supervising eight teachers or more.

**WORK YEAR:**

Academic year (182 days) plus an additional 10 days are required at additional pro-rated compensation.