

UXBRIDGE PUBLIC SCHOOLS POSITION OPENINGS

Anticipated Opening 2017-2018

March 8, 2017

.5 Out of District Coordinator/.5 Preschool Director Taft Early Learning Center Start Date: July 1, 2017 Non-Union Position

Uxbridge Public Schools is seeking an individual to work as the .5 Out of District Coordinator and .5 Preschool Director at the Taft Early Learning Center.

.5 Out of District Coordinator responsibilities may include:

- Serve as liaison for all out of district (OOD) placements and parents
- Responsible for chairing OOD Team meetings
- Coordinate all annual review and re-evaluation meetings for the OOD caseload
- Collaborate with in-district Team Chairs to coordinate services for students transitioning in or out of OOD placements
- Complete all paperwork per state regulations and adheres to state mandated timelines
- Provide support and assistance to families in navigating outside agencies (DDS, DCF, DMH, etc.)
- Supervise and coordinate IEP process in accordance with the established procedures of the PS Department
- Prepare Chapter 688 Transition referrals for students, as necessary and IEP Transition statements for all students age 14 or older
- Follows District Special Education procedures and protocols
- Other duties as assigned

.5 Preschool Director responsibilities may include:

- Supervise and evaluate preschool teachers
- Supervise and evaluate preschool paraprofessionals
- Oversee Preschool curriculum
- Coordinate ESY services district wide
- Work with the Director of Pupil Services on preschool grants and DESE indicators, as needed
- Coordinate preschool screening with building principal
- Create and manage preschool schedule for students and staff
- Coordinate transportation needs with Central Office
- Act as a liaison for Early Intervention (EI) and parent contacts
- Coordinate and attend EI transition meetings at home and school

- Coordinate and facilitate all IEP meetings - initials, annuals, and reconvenes
- Review all IEPs before they are submitted to the Director of Pupil Services
- Facilitate transitions to and from appropriate levels, (EI to PK or PK to K)
- Schedule and facilitate management meetings with preschool staff
- Other duties as assigned

Qualifications:

- Master's degree in Special Education or related field
- Licensed as an administrator in Massachusetts
- Experience with preschool age students preferred
- ABA knowledge preferred
- Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state licensure requirements.

Interested candidates please send letter of intent, resume, licensure, and 3 letters of reference to:

**Ms. Stephanie Geddes
Uxbridge Public Schools
21 South Main Street
Uxbridge, MA 01569
sgeddes@uxbridge.k12.ma.us**

Closing Date: March 17, 2017

The Uxbridge Public Schools ensures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, creed, national origin, sex, gender identity, disability, or sexual orientation in compliance with Title VI, Title IX, section 504/ADA and G.L. c 151b and 157c.