



## **JOB DESCRIPTION # 23.5**

**TITLE:** Frontline Supervisor

**FUNCTIONAL TITLE:** Assistant Program Director

**JOB CATEGORY:** Educational Services Support Staff

**REPORTS TO:** Program Director; Vice President, SHCA

**BASIC FUNCTIONS:** The Assistant Program Director is responsible for all areas of instructional and program support service delivery at the Seven Hills Academy (SHA), including staff development, in-service, curriculum development and program implementation efforts. The Assistant Program Director works collaboratively with the Program Director to ensure the efficient and effective operation of the SHA and that it meets and conforms to the Department of Education Framework and related guidelines.

**SCOPE:** This is a senior management position responsible for assisting with day-to-day operation and supervision of the school. This includes providing support to teachers, instructional assistants and other school personnel, ensuring the development and implementation of IEPs and related documentation.

### **QUALIFICATIONS:**

- Master Degree in Education or related field;
- Valid MA Teaching Certificate;
- Experience completing MCAS/MCAS-Alt;
- Five or more years of teaching experience in the special education field;
- Experience gaining and working with pre-vocational opportunities;
- Experience working in a clinical-educational setting, working with students with severe disruptive behaviors
- Experience working in settings utilizing behavior management, positive behavior supports, or applied behavior analysis
- Experience implementing behavior support plans, collecting behavioral data, and evaluating clinical progress

**SCHEDULE:** This is a 30-40 hours per week position with hours scheduled as programmatic need dictates.

### **RESPONSIBILITIES/OBJECTIVES:**

- Ensures that teachers are cognizant of the required curriculum and resources associated with their classrooms and are aware of program changes, which occur in curriculum from time to time.

- Determines the need for professional and paraprofessional staff development activities.
- Plans staff development activities.
- Organizes staff development activities for teachers.
- Provides for evaluation of staff development activities, in conjunction with Program Director.
- Provides direction to staff, regarding professional growth and improvement of performance.
- Plans curriculum development activities.
- Provides support to teaching staff re: curriculum development
- Plans for the implementation of new and revised programs.
- Provides leadership and support to facilitate the institutionalization of new or revised programs.
- Provides for evaluation of program implementation plans and activities.
- Provides for monitoring of program changes.
- Prepares reports for the Vice President, as requested, on matters pertaining to the assigned areas of responsibility.
- Assists with program, school and system evaluation as requested by the Vice President.
- Spends time in each classroom daily to provide supervision in regards to lesson plans, interactions with the students, and classroom management through observations and interactions with staff and students.
- Provides input in policy development by means of identification of the need for policy review or development and development of basic principles on which policy is to be structured, review of draft policy and development of implementation strategies for newly developed or revised policies.
- Assists in the development of long and short range plans.
- Assists with staff selection and recruitment.
- Fosters a positive attitude among school staff and parents towards the SHA,

- acknowledging problems but emphasizing resolution and the past accomplishments of the program.
- Prepares necessary material for DESE application and reviews.
- Carries out such additional duties and obligations as may be assigned by the Program Director and/or Vice-President from time to time.
- Participates in internal & external review processes.

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To work in harmony with and in support of the Seven Hills Foundation operating subsidiaries.
- To participate in marketing opportunities at or for SHA.

**PHYSICAL REQUIREMENTS:** Ability to lift up to 25 lbs. on occasion. Ability to perform primary job functions while standing for extended periods of time.

**STATUS:** Exempt

**STATE CONTRACT CROSS-REFERENCE TITLE: # 101**

I have read and understand my job description.

Employee Signature	Date
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Employee Printed Name

Supervisor Signature	Date
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