

Assistant Director of Compliance, Special Education (BASAS 11B) (SY25-26)

Job Details:

Job ID:5359610

Application Deadline:Nov 02, 2025 11:59 PM (Eastern Standard Time)

Posted:Sep 02, 2025 4:00 AM (UTC)

Starting Date:Immediately

Job Description:

Boston Public Schools (BPS) seeks an exceptional SPECIAL EDUCATION ASSISTANT DIRECTOR OF COMPLIANCE who is highly qualified and knowledgeable to join our community of teachers, learners and leaders.

OSE collaborates with families, communities, and state agencies to promote improved academic and functional outcomes, self-determination, and regulatory compliance. OSE is focused on accelerating positive outcomes for students with disabilities through equity-based inclusive practices. Our goal is to provide each student on an IEP with the individualized instruction and related services needed to help facilitate success in school and in life, delivered in an educational setting with their non-disabled peers to the maximum extent appropriate. OSE emphasizes improving support to schools by partnering with school superintendents and other district offices in other communities. Goals for this partnership include to:

1. increase access to inclusive opportunities and a continuum of services at all BPS schools in order to ensure the least restrictive environment is available to all students;
2. accelerate positive outcomes for students with disabilities, especially multilingual learners with disabilities; and
3. decrease rates of non-compliance with special education laws.

BPS is a great place for those who seek to work in an environment that supports their creativity and innovation, and respects their skills and abilities as an education professional.

REPORTS TO: Manager of Compliance

RESPONSIBILITIES:

The Assistant Director provides leadership for Compliance

- Support of Professional Development for coordinators, COSE clerks, teachers, paraprofessionals, and staff, including planning and execution
- Maintain and monitor documentation of student folders
- Provide Technical Assistance to schools and staff
- Assist in the development of guidance documents for the district and collaborate with the data to create and disseminate compliance data reports to regional ADs and superintendents, school leaders, and OSE
- Represent BPS at Charter and METCO meetings K0-12

- Collaborates across departments and schools, including Charter schools, students in institutional settings, and home/hospital to ensure special education services are provided in these unique circumstances
- Manages LEA assignments
- Manages all aspects of the provision of compensatory services, including tracking the plans, developing avenues to provide compensatory services, managing contracts with vendors who provide compensatory services

The Assistant Director partners with other OSE leaders

- Senior Program Director for Mediation and 504
- Assistant Directors for Schools Units
- Assistant Director for Behavioral Health Services
- Assistant Director for Related Services

The Assistant Director collaborates with

- Families as partners in planning and problem solving
- Office of Instructional and Informational Technology - Enrollment Planning and Services
- Office of Operations Transportation and Facilities Departments
- Office of Family and Student Engagement
- Offices of Human Capital and Labor Relations
- Office of Finance - Budget, Payroll, Purchasing, Contracts Departments
- Office of the Legal Advisor
- Community-Based Organizations

The Assistant Director arranges and/or provides professional development, guidance and support to

- Principals and Headmasters
- OSE Coordinators and COSE clerks
- Teachers, Support Service and Related Service Providers

The Assistant Director may supervises

- Schools Unit Supervisors
- Schools Unit Clerks
- Schools Unit Management Staff

The Assistant Director performs other related duties as requested by the Manager of Compliance, Executive Director, or Assistant Superintendent of Special Education

QUALIFICATIONS - REQUIRED:

1. Master's Degree in a related field
2. MA DESE or Board of Registration Licensure in Special Education or Related Field
3. MA DESE Licensure in Supervision or Administration

4. Three (3) years experience teaching or providing services in urban special education or related field
5. Experience providing leadership and supervision in urban special education or related field
6. Demonstrated knowledge of special education regulations and best practices
7. Current authorization to work in the United States - Candidates must have such authorization by their first day of employment

QUALIFICATIONS - PREFERRED:

1. Experience in special education administration and supervision
2. Proficiency in a language other than English

TERMS: BASAS, Group 11B, 12 months, 225 days

Please refer to www.bostonpublicschools.org/ohc (Licensed Staff >> Employee Benefits and Policies) for more information on compensation. Salaries are listed by Unions and Grade/Step.

Position Type: Central Office