

## **Assistant Director of Out of District Schools [BASAS 11B] (SY25-26)**

### **Job Details:**

Job ID:5353672

Application Deadline:Oct 08, 2025 11:59 PM (Eastern Standard Time)

Posted:Aug 27, 2025 4:00 AM (UTC)

Starting Date:Immediately

### **Job Description:**

REPORTS TO: Assistant Superintendent of Special Education

Boston Public Schools seeks an exceptional SPECIAL EDUCATION ASSISTANT DIRECTOR OUT OF DISTRICT SCHOOLS who is highly qualified and knowledgeable to join our community of teachers, learners and leaders. This is an exciting opportunity for leaders who desire to serve where their efforts matter. In BPS, the teachers and leaders are committed to the vision of high expectations for achievement, equal access to high levels of instruction, the achievement of academic proficiency for all students, and the closing of the achievement gap among subgroups within the schools. 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.

### **RESPONSIBILITIES:**

The Assistant Director provides leadership for special education settings

- Student assignments and placements
- Special education enrollment and budget projections
- Highly specialized strands and services
- Partial and full inclusive settings and services
- Culturally competent practice
- Families as partners

The Assistant Director partners with other OSE leaders

- Manager for Compliance and Quality Assurance
- Senior Program Director for Mediation and 504
- Other Assistant Directors for Schools Units
- Assistant Director for Behavioral Health Services
- Assistant Director for Related Services
- Assistant Director for Medical 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 serves as:

- The administrator of an OSE school unit
- A member of both the OSE Senior Leadership Team and the OSE Administrators Group
- A partner with the OSE Directors for School Settings, Student Services, and Compliance and Quality Assurance in planning and leading the monthly SESS Coordinator meetings
- A member of the Level Cross-Functional Rapid Support Team led by the level Academic Superintendent
- Partner with the Level Office Meetings, Level Principal Meetings, and Level Association Meetings

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

- Principals and Headmasters
- High School SESS Coordinators
- Teachers, Support Service and Related Service Providers

The Assistant Director supervises

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

The Assistant Director provides specialized leadership in at least one disability category or one area of work.

The Assistant Director performs other related duties as requested by the Executive Director 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](http://www.bostonpublicschools.org/ohc) (under "Employee Benefits and Policies") for more information on salary and compensation. Salaries are listed by Unions and Grade/Step.

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Position Type: Central Office