



## Position Description

### Perkins School for the Blind

### Superintendent, School Programs

#### Organization

Founded in 1829 as the first school for the blind in the United States, Perkins School for the Blind (Perkins) is committed to helping children and adults who are blind, visually impaired, deafblind, or with multiple disabilities reach their greatest possible independence. With 750 employees, Perkins educational and program activities impact individuals in more than 62 countries. Perkins educates students at the preschool, elementary and secondary school levels. Additionally, outreach programs for the blind and deafblind serve all age groups from Infants to Elders. In 2007, Perkins reached over 90,000 people.

For more information, please visit <http://www.perkins.org>

#### Position

The successful applicant will be the chief educational officer of the Perkins School. As such, the Superintendent of School Programs is responsible for the overall management and operation of the educational, residential and other recreational programs on both the Perkins campus and throughout the community for children birth through 22 and adults age 55 and older.

The Superintendent reports directly to the President and works closely with several senior managers as direct reports and other Perkins team members to 1) ensure student and staff safety; 2) enhance communication between and among all internal and external constituencies; 3) implement program evaluation and improvement strategies; 4) develop and implement long range plans and program budgets; 5) oversee supervision, appraisal, and professional development of staff; and 6) ensure compliance with all state and federal laws.

The successful candidate will manage, through the senior management team, an annual budget of over \$40 million and over 500 people.

#### Responsibilities

##### Education and Residential Program

- Maintain and, where appropriate, expand the educational and residential programs and services.
- Work with all programs to insure there is communication and collaboration among and between programs and departments.
- Responsible for the development and implementation of the overall programming for students who are blind, deafblind and/or multiply impaired to assist in reaching their maximum independence.
- Oversee the management of the residential components of the programs.

- Oversee the development and implementation of curriculum aligned with the Massachusetts Curriculum Frameworks and adapted to the needs of the population.
- Ensure that programs are implementing IEPs for all students and reporting on progress on a quarterly basis.
- Insure that all regulations promulgated by licensing authorities are followed.
- Ensure the administration of State competency tests and alternate assessments according to state regulations.
- Review and coordinate the admissions and evaluations process.
- Oversee an effective Administrator for Emergency Coverage (AEC) system for dealing with student, family and personnel-driven concerns, including those occurring on weeknights, weekends, and vacation periods.

### **Administration/Supervision**

- Work cooperatively with senior managers to maintain a positive workflow between the programs and departments, to ensure the smooth operation of the School and that program objectives are achieved.
- Work to implement objectives outlined in strategic planning and other long-range planning documents.
- Supervise annual performance appraisals throughout the programs including senior management staff directly supervised.
- Work with Educational Directors to inform staff members of established school policies and procedures.
- Manage the recruitment process for program staff members.
- Oversee the preparation and implementation of budgets within the programs and ensure that resources are used efficiently.
- Maintain current information regarding all regulations and standards with which the School must comply. Assure compliance with orders or directives issued by duly constituted governmental and regulatory agencies or third party payers.
- Oversee the licensing reviews conducted by Massachusetts state agencies and other agencies. Effectively communicate any revised or new policies and/or procedures between licensing reviews.
- Oversee services delivered in the community, in homes and other settings throughout Massachusetts, New England and beyond where appropriate.
- Review the development and implementation of training needs.
- Create and foster an environment where consensus building is sought, whenever possible.
- Represent Perkins School for the Blind at appropriate events and forums.
- Ensure proper communications with parents and family members.

### **Safety and Security**

- Oversee the development and implementation of systems to insure the safety and security of the students and staff in the programs.
- Oversee systems that insure the medical and clinical health and well being of the students.

## **Qualifications**

### **Minimum requirements:**

- Master's Degree in Vision, Deafblind, Severe Impairments, or related field.
- 7+ years experience in special education.
- 5 years of experience in a management position running a special education program.
- Strong verbal and written communications skills.

### **Preferred requirements:**

- Certification in Administration (School Principal, SPED Administrator, etc.)
- Knowledge of special education legislation and related regulations.
- Active within professional organizations in the areas of vision, deafblind and severe impairments
- Experience in a program licensed by the Massachusetts Department of Education (DOE) and other appropriate state agencies.
- Knowledge and understanding of the Massachusetts Curriculum Frameworks, MCAS, other state competency exams and alternate assessment modes.

Position is based in Watertown. Candidate must be very flexible in working evenings and weekends as appropriate.

Perkins is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Bridgestar, a nonprofit organization attracting, connecting, and supporting leadership for the nonprofit sector, serves diverse organizations and is committed to building high-performing teams that mirror the communities we serve. To contact Perkins directly, please email Steven Rothstein, President, at [steven.rothstein@perkins.org](mailto:steven.rothstein@perkins.org).