



All we see is possibility!

Director of Itinerant and Outreach Programs - #849

Department: **Community Programs**

Schedule: **Full-time, 12 months**

Perkins School for the Blind was the first school for the blind chartered in the United States in 1829. For over 183 years the staff at Perkins have been providing quality services to students and clients who are blind, visually impaired, deafblind and multi-impaired. As the programs and services at Perkins have grown, their focus has evolved and extended beyond our campus and into many different communities throughout the United States and around the world. Located near Boston and Cambridge, our programs provide educational training opportunities for students from birth to 22 years of age and services for adults in residential, day and community-based programs. All of our programs and services strive to enable each student and client to develop his or her greatest potential and maximum independence.

Perkins School for the Blind embraces diversity in ability, thought, culture and belief. We provide equal education and employment opportunities and value the unique talents and contributions of all of our students and staff.

Under the general supervision of the Superintendent, the Director of Itinerant and Outreach Programs directs and coordinates activities concerned with administration of special education programs and services for students who are blind, visually impaired, and deafblind, who reside in the community outside the Perkins Campus. Services are delivered in accordance with Massachusetts Department of Elementary and Secondary Education, the Department of Public Health, and the Department of Early Education Care standards by performing the following duties personally or through subordinate supervisors.

Responsibilities: Serves as the director for all community programs. Administers, develops, implements and maintains educational programs and services for students and clients who are blind, visually impaired, deafblind. Expands programs and services where appropriate, according to fiscal viability. This includes the financial and business elements of these programs. Directs the preparation and presentation of community program budgets for approval by the Superintendent. Ensures communication and collaboration among and between programs and departments as well as parents, family, and community members. Creates and develops a variety of service delivery models which maximize efficient use of staff and travel time while ensuring continuity in high quality programming. Responds to requests for services quickly and with an eye for ensuring that resources are utilized in the most fiscally responsible way. Works with stakeholders to create and implement a sustainable marketing plan that will allow programs to grow in a way that supports the Perkins mission and maximizes monetary resources. Represents Perkins School at appropriate events and forums. Manages subordinate supervisors who supervise employees in the Educational Partnerships School-Age and Early Intervention programs, as well as Community Living Services, Outreach Services, and Evaluations. Responsible for the overall direction, coordination, and evaluation of these units. Directly supervises non-supervisory employees who assist in the

programs' management. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Performs other related duties and tasks as assigned.

Minimum Qualifications: Master's degree in Special Education, Administration or Special Education related field. Seven plus (7+) years related experience and/or training or equivalent combination of education and experience. Knowledge of special education legislation and related regulations. Experience with managing the business end of educational services.

Preference may be given to candidates with: Certification in Administration (School Principal, SPED Administrator). Knowledge and understanding of the Massachusetts Curriculum Frameworks and the Massachusetts Special Education system.

Benefits: We provide a complete benefits package, which includes, vacation time, tuition reimbursement, medical and dental insurance, LTD and Life insurance, retirement programs and staff development and training.

How to apply: To apply for a position at Perkins School for the Blind, please visit our website, <http://www.perkins.org/careers/>

For more information contact: Charles Pimlott at 617-972-7235

Deadline for applications is June 1, 2012

Perkins seeks to enhance its community of intellectually, culturally and socially diverse individuals to enrich the educational experience of our students. Applicants who represent a variety of backgrounds and abilities, who are bilingual, or who have life experience are encouraged to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER