

JOB POSTING
OFFICE OF SPECIAL PROGRAMS
Job Title: Director, Suspension Program
Salary: \$130,827 - \$140,000

The Director, Suspension Program is a direct report to the Executive Director of the Office of Special Programs and oversees the implementation and administration of the Suspension Centers citywide. The Director manages academics, guidance, youth development, attendance, crisis intervention, conflict resolution, transition and partnerships with community based organizations. The Director also serves as a key policy advisor to the Executive Director on suspension program policy and provides day-to-day leadership, direction and guidance to regional superintendents and their designees.

RESPONSIBILITIES:

- Advises regional superintendents on suspension policy and provides leadership and direction on academic requirements for suspended students.
- Provides overall direction, training and guidance to regional suspension center staff.
- Develops a culture of high expectations for students in the suspension centers.
- Ensures the consistent application of policy as it relates to standards and services across the City.
- Serves as a liaison between the Office of Special Projects, Office of Middle and Secondary Schools, Office of Youth Development, Office of Special Education, Office of School Intervention and Development, and the Office of Parent Engagement.
- Works closely with the Executive Director and the regional superintendents to design and implement citywide policies; develops goals and means of implementation.
- Supports the academic and developmental needs of all students including Special Education and English Language Learners ensuring the design and development of individualized student plans.
- Directs the implementation and maintenance of comprehensive and accurate records management.
- Oversees the tracking of complaints and their resolution; oversees quality assurance for the Suspension Program.
- Represents the Department of Education to State and Federal offices.
- Develops requests for proposals for citywide procurement of instructional, prevention and intervention services for suspension centers.
- Develops citywide fiscal strategy and regional budgets, including monitoring. Reviews regional plans and budgets.
- Plans for appropriate evaluation to assess adherence to policy and program effectiveness.
- Tracks emerging citywide trends in student suspensions and makes recommendations for appropriate modifications to programs.

SELECTION CRITERIA:

- Ten years of full-time paid progressively responsible professional experience in one or more of the following areas: education administration, guidance, special education, curriculum development or educational planning.
- A masters degree in education administration, guidance, public administration, or special education.
- Possession of New York State certification as a School District Administrator.

In addition to the above, the following skill sets are desired:

- Extensive expertise in a holistic approach to meeting the needs of at-risk students.
- Knowledge of leading research-based instructional theories and practices.
- Familiarity with scheduling/programming.
- Familiarity with all policies, procedures, regulations and legal mandates applicable to student suspensions.
- Excellent and effective communication skills, including the ability to write well and make clear oral presentations.
- Fiscal and contract management experience.
- Superior ability to manage and administer large-scale initiatives.
- Computer literate/technology savvy.

APPLICATION:

Cover letter describing related experience and philosophy of education, management and supervision with current resume must be received no later than the close of business **August 17, 2006** via email only. Please indicate “**Director Suspension Program**” in the subject line of the email.

E-MAIL ADDRESS: ecastro4@schools.nyc.gov

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