



J.S. BRYANT SCHOOL

PART-TIME SPECIAL EDUCATION ADMINISTRATOR

Location: Cummington, MA

Reports to: Head of School

Position Overview

J.S. Bryant School, a new therapeutic day school in western MA, seeks a highly-motivated, part-time Special Education Administrator to join its team. [J.S. Bryant School](#) is a year-round, private, nonprofit therapeutic school that serves LGBTQIA+ identified teens with mental health and social emotional challenges, high functioning Autism Spectrum Disorder, and a variety of attention and learning challenges. We serve students ranging in age from 13-19 in multidisciplinary, mixed-age classrooms.

The Special Education (SPED) Administrator will provide leadership, supervision, and coordination of the school's educational program. This position ensures compliance with state and federal regulations, oversees the implementation, review, and revision of Individualized Education Programs (IEPs), supports and trains teaching and support staff in SPED related skills and competencies, reports to and is the liaison with school districts, and collaborates with families and community partners to promote student success. The SPED Administrator will be asked to provide direct student services and coverage during the absence of teachers or support staff to ensure continuity of instruction and compliance with service hours.

The SPED Administrator must be knowledgeable of best practices in special education instruction, teaching methodology, behavior management of students with disabilities, and the general education curriculum for students, ages 13-19. The SPED Administrator is expected to demonstrate the leadership qualities and personal characteristics necessary to work effectively as a team member with professional and support staff, parents, and community agency personnel.

Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

Leadership & Coordination

- Serve as the district's legally designated **Administrator of Special Education** in accordance with **603 CMR 28.03(2)**, ensuring compliance with IDEA, Massachusetts special education regulations, and DESE requirements.
- Serves as the primary point of contact for special education and related services to all students with IEPs.
- Oversees the development, implementation, and compliance of IEPs in accordance with IDEA and state regulations.
- Chairs IEP team meetings, including initials, annual reviews, manifestation determinations, and other required meetings.
- Monitors student progress and collaborates with teachers and contracted service providers to ensure IEP goals are met.
- Advises and supervises Special Education teachers in delivery of services.
- Coordinates efforts with outside providers and community agencies to support student programming.
- Ensures timely and accurate completion of all district, state and federal reports, including progress reports, compliance audits, and monitoring documentation.

Instructional Support & Collaboration

- Supports, coaches, and collaborates with teachers and related service providers to ensure appropriate accommodations, modifications, and instructional strategies for students with disabilities.
- Ensures that instructional material, presentation, implementation, and evaluation meet students' individualized needs.
- Consults with teachers regarding classroom management, behavior intervention plans, and differentiated instruction.
- Provides direct instructional or service coverage during the absence of special education teachers to maintain compliance with IEP services delivery.
- Facilitates professional development to improve instructional practices, compliance, and understanding of best practices in special education procedures.

Compliance & Case Management

- Maintains accurate student data and documentation within the school's student information and IEP management systems.
- Ensures compliance with all district, state, and federal requirements and laws regarding special education and Section 504, including procedural safeguards and timelines.
- Manages complex cases involving mediation, due process hearings, and other legal proceedings in collaboration with the Head.

Collaboration & Communication

- Serves as a liaison between families, teachers, school administration, and outside agencies to coordinate student educational supports.
- Partners with families to support student growth, inclusion, and transition planning.
- Participates in whole-school staff meetings and 1:1 supervision meetings with the Head.

Required Licensure

- Valid MA licensure in Special Education Administration

or **ALL** of the following:

- Valid MA license as a Special Education Educator
- Master's degree in Special Education, Educational Leadership, or related field
- Minimum of 1 year in a supervisory role

Other Qualifications

- Strong knowledge of the Individuals with Disabilities Education Act (IDEA), Section 504, and state and federal compliance requirements.
- Proven experience developing, implementing, and monitoring high-quality IEPs.
- Demonstrated leadership, organizational, and communication skills.
- Experience in staff supervision, professional development, and educator evaluation preferred.
- Commitment to equity, inclusion, and supporting diverse learners.

Additional Information:

- Starting at 10 hours / week to transition to full-time as enrollment grows (9am-5pm school day, Monday to Friday - [school calendar](#))
- Start Date: immediate as filled
- Onsite only position in Cummington, MA
- Compensation: \$70,000 - \$90,000 full-time salary (pro-rated to part-time effort)
- Benefits: medical, retirement

How to Apply:

Interested candidates are encouraged to submit a cover letter and their resume (with a request for references to follow) to: **Allison Druin, Head of School at hire@jsbryantschool.org**.

For best consideration please submit by May 10, 2026.

The Review Process:

- Screening call: A 10-15 minute conversation with Allison Druin, Head of School, to discuss qualifications and interest
- If applicable, a zoom interview will follow: An in-depth interview with the hiring team to explore your experience and suitability for the role
- If you are a finalist for the position, then three references will be requested so that follow-up phone calls can be made
- Applicants will be reviewed and interviewed on an ongoing basis until the position is filled