



Education Coordinator

Cutchins Programs for Children & Families seeks an **Educational Coordinator** for year-round 766-approved private school to administer the program in accordance with board policies, statutory requirements, and administrative rules and regulations.

The Education Coordinator responsibilities include:

- Development, implementation, supervision, and evaluation of a comprehensive program of special educational and student services.
- Work with an interdisciplinary team and supervise an established group of teachers to generate high-interest curriculum.
- Educate and treat students with emotional and behavioral issues.
- Monitor progress on IEPs.
- Ensure that all requirements are met for acquiring and maintaining all applicable licensures, certifications and accreditations.

The successful Education Coordinator will be positive, outgoing, enthusiastic, patient, flexible, and creative. Must possess strong managerial/leadership skills, organizational skills, be self-motivated and focused on positive team building. Candidates should have a positive attitude with strong verbal & written communications skills, ability to establish clear professional boundaries, and personal values. Must possess a strong background in education, with emphasis on special education. The Education Coordinator must have working knowledge of IEP process, curriculum development, MCAS, the budgetary process, and relationship building with a variety of audiences. All candidates must complete and pass background record screening process. Must have Special Education Administrator License. Five (5) years of experience in relatable educational settings, especially in areas of special education and administration.

Benefits: Excellent benefits, including health, dental, & vision insurance; non-match retirement contributions; generous time off package.

To Apply: Please send cover letter, resume and three professional references to hrose@cutchins.org or mail to Cutchins Programs for Children & Families Inc., 78 Pomeroy Terrace, Northampton, MA 01060, Attn: Human Resources-New Directions. www.cutchins.org AA/EOE.

Cutchins Programs for Children & Families has over 40 years of providing uncompromising care not easily found in today's health care environment. Our residential, outpatient, and special education services provide children and families struggling with the effects of trauma and mental illness in a sanctuary of safety and love.

Our mission is to help children and families transform significant emotional distress into increased resilience, hope and quality of life. Using clinical sophistication and expertise we incorporate humility, kindness, and passion to create a community of care. We seek to support the healing process with innovation and integrity, and to serve as a model for best and

promising practices. Our clinicians, teachers, and staff hold a willingness to look deeply to learn and to play.