

METCO Director – Consolidated Program for SPS and LSRHS

Responsibilities and Duties

Draft for Comments 6/5/10

- A. Serve as a liaison between Boston students and their families and school staff and administration
- B. Establishes and maintains a level of accessibility and visibility that contributes effectively to the sense of support and trust with students and among staff, students, and families.
- C. Establishes annual goals for the Sudbury Public Schools (SPS) and Lincoln-Sudbury Regional High School (LSRHS) METCO programs, establishes criteria for evaluation of goals, implements a program using recent data to achieve success, and provides a report on progress towards the goals. An ongoing goal for each school community shall be to address the achievement growth of students in the program.
- D. Prepares and implements the METCO grants and budgets submitted annually by SPS and LSRHS to the state's Department of Elementary and Secondary Education.
- E. Represents the SPS and LSRHS at METCO Directors' meetings and other programs and events sponsored by METCO, Inc.
- F. Works collaboratively with school and district administrators and shares responsibility for the hiring, supervision, and evaluation of METCO personnel.
- G. Establishes and meets regularly with Advisory Boards (both district-level and consolidated SPS/LSRHS) comprised of administrators, parents, students (as applicable), and staff from each district.
- H. Supervises and coordinates transportation arrangements for METCO students.
- I. Works collaboratively with administrators and school staff to develop and coordinate orientation meetings, workshops, and special programs for Boston students, school staff, parents, and the school communities which relate to the smooth functioning and goals of the METCO programs in SPS and LSRHS.

- J. Coordinates, oversees, and/or directly participates in major activities related to the operation of the METCO program in the SPS and LSRHS school systems, including facilitating transitions between elementary and middle school and middle school and high school. Will work directly with the Lincoln Public Schools and their METCO program to facilitate transitions to LSRHS.
- K. Serves as a member of various coordinating committees, including a METCO Parent Group uniting Boston parents of SPS and LSRHS students and a Cooperating Parent Network connecting Boston and suburban families.
- L. Remains current, and shares with staff and others, current research, best practices, and strategies for improving student achievement and success of all students in the program.
- M. Ensures that Boston families are adequately informed about school programs and procedures through district websites, newsletters, and other parent communications.
- N. Secures new and replacement students from METCO, Inc.
- O. Works with school administrators and staff to build and maintain a positive academic and social climate for all Boston students that contributes to the potentiality for their success.
- P. Confers regularly with school counselors, academic advisors, principals, and teachers to be aware of which students are in need of special attention. Provides representation as needed in team meetings for individual students.
- Q. Participates in SPS and LSRHS administrative leadership team meetings as appropriate.