



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

THE GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105
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(207) 781-6260 Fax
www.mecdhh.org

EMPLOYMENT OPPORTUNITY

Position: Public School Outreach Coordinator
Salary: \$42,263.96 – 76,331.62
Date Issued: February 1, 2018
Date Closed: Until Filled

The Maine Educational Center for the Deaf and Hard of Hearing/ Gov. Baxter School for the Deaf is seeking a highly motivated educational leader who possesses strong communication and organizational skills to fill a full time, 205 day position of Public School Outreach Coordinator.

Primary Responsibilities Include:

- Implementing and monitoring all Public School Outreach (PSO) services and programs for deaf and hard of hearing students, grades K-12
- Ensuring statewide consistency of programs
- Ensuring accurate input of data into Infinite Campus system (PSO database)
- Collaborating with other MECDDHH/GBSD programs to insure smooth student transitions and program operations
- Overseeing assessment practices for the PSO team
- Ensuring that the implementation of all programs is consistent with Special Education Regulations, school policies and other applicable laws and regulations
- Developing brochures and other promotional/informational materials
- Training, supervising, leading, motivating, and evaluating assigned staff
- Supporting the work of Itinerant Teachers of the Deaf related to curriculum adaptation, instruction and assessment
- Monitoring case assignments and caseloads with Consultants and Regional Teachers
- Assisting the Director with preparing the program budgets to ensure effectual utilization of resources
- Overseeing the collection/analysis of data to ensure accountability
- Conducting on-site observations and attending IEP meetings with PSO Consultants

Required Skills:

- Bachelor's Degree (Masters preferred)
- A minimum of 5 years experience in Deaf/Special Education

- State of Maine Certification as a 292 Teacher of the Deaf or related certification/licensure
- Special Education Director or Principal Certification or willingness to obtain.
- Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable
- Proven skills in the areas of organization, facilitation, supervision and program management
- High level of professionalism, strong organizational, communication and written skills
- Proven ability to deal effectively with a wide range of people in a helpful, positive and constructive way
- Proven talent dealing with complex issues in a fast paced, multi-task environment
- Ability to work independently and as a member of a team, establish priorities, and work collaboratively as a member of a diverse community
- Ability to engage in reasoned dialogue on complex, difficult or emotional issue
- Fluency in American Sign Language preferred
- Current CHRC Certificate required

A competitive salary and benefits package, including medical/dental insurance, Maine State Retirement and paid sick/personal time, is offered.

Interested candidates should forward a cover letter and resume to doreen.spear@mecdhh.org or mail to:

The Maine Educational Center for the Deaf and Hard of Hearing
Governor Baxter School for the Deaf
Attn: Doreen Spear
One Mackworth Island
Falmouth, ME 04105

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.