



# THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105  
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## EMPLOYMENT OPPORTUNITY

Position: **K-12 Site Based Coordinator**  
Reports to: Director of Statewide Education and Family Services  
Date Issued: May 20, 2022  
Date Closed: When suitable candidate is found

Maine Educational Center for the Deaf and Hard of Hearing/Gov. Baxter School for the Deaf (MECDHH/GBSD) is seeking a full time, 203-day K-12 Site Based Coordinator for MECDHH/GBSD students attending our site based programs in Portland and Brewer starting with the 2022 – 2023 school year.

### **Primary Responsibilities**

- Overseeing the K-12 Site Based Programs - weekly presence required for each site (currently 4 sites)
- Assisting team members in long and short range planning, scheduling, service provision, and general assistive technology needs
- Overseeing, planning and implementation of an evidenced based transition program for Deaf and hard of hearing students
- Coordinating timely intakes and referrals of student services in the site based programs
- Coordinating school tours, parent questions, and screenings for new deaf, hard of hearing, and hearing students in the site based programs.
- Supporting teachers with curriculum, development, and alignment with state standards
- Training, supervising, leading, motivating and evaluating assigned staff
- Setting up trainings on evidenced-based deaf education curriculum and assessment, and deaf education practices, providing, facilitating in-service opportunities for professional growth
- Collaborating with other SEFS Coordinators to ensure statewide consistency and effective practices
- Overseeing and ensuring open communication between staff, families, providers, other MECDHH/GBSD departments and the MECDHH/GBSD leadership team
- Ensuring that the implementation of all programs is consistent with Special Education Regulations, school policies and other applicable laws and regulations
- Assisting in the development and monitoring of MECDHH/GBSD procedures
- Orienting staff to the policies, procedures and philosophy of MECDHH/GBSD
- Coordinating timely intakes and new referrals from audiologists, families, pediatricians, and MECDHH/GBSD staff
- Reporting referral data to Director as requested

- Scheduling and coordinating meetings for the various teams
- Scheduling interdepartmental meetings and collaborating as necessary
- Collaborating with other MECDHH/GBSD programs and coordinators to ensure smooth student transitions, program operations, and communication access at all times
- Overseeing the collection/analysis of data to ensure accountability
- Informing the Director of student progress, Consultant effectiveness and program development
- Working collaboratively with the Interpreter Coordinator to ensure access for students, staff and families
- Developing brochures (staff, student, parent) and other promotional/informational materials
- Compiling monthly and year-end report for the Director
- Attending and presenting at conferences and Board meetings as requested by the Director
- Attending family events as requested by the Director
- Providing limited Special Instruction, Specially Designed Instruction and/or Consultation per IFSP/IEP referral
- Working with MECDHH/GBSD social media team to ensure updated information is highlighted
- This position may require a flexible schedule in order to meet the needs of students, families, and program needs
- Abiding by all policies and procedures of MECDHH/GBSD and Federal/State regulations

#### **Minimum Skills and Qualifications**

- Bachelor's Degree (Masters preferred)
- A minimum of 5 years' experience in Deaf/Special Education
- Strong understanding of the principles of transition planning
- State of Maine Certification as a 292 Teacher of the Deaf and 035 Assistant Special Education Director or willingness to obtain.
- Proven skills in the areas of organization, facilitation and program management, data management, and written English communication
- Fluency in American Sign Language preferred or willingness to learn required; thorough knowledge of various communication opportunities for expressive and receptive language utilized by individuals who are D/deaf or hard of hearing
- Ability to deal effectively with a wide range of people in a helpful, positive, and constructive manner
- Ability to work independently ,establish priorities, and work collaboratively as a member of a diverse community of professionals with a high level of professionalism
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognizes the value of diverse perspectives and experiences and fosters a work environment reflective of the community at large.
- Ability to travel throughout the state for supervision, meetings, training, etc.
- Current CHRC Certificate required

We offer an excellent benefit package including participation in the Maine Public Employees Retirement System, generous paid sick and personal time, tuition reimbursement, PSLF eligibility, and health/dental insurance.

If interested in applying for this position, please click the APPLY link next to the **K-12 Site Based Coordinator** listing on our Career Opportunities website page to fill out an application. <https://www.mecdhh.org/professionals/career-opportunities>

**PLEASE NOTE:** Employment CANNOT be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.

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