



Assistant Director of Special Education

Department: Statewide Education and Family Services (SEFS)

Reports to: Special Education Director of Statewide Education and Family Services (SEFS)

Contract: 203 days

Salary range: \$60,597 - \$105,594

General Leadership Responsibilities

- Ensure that the implementation of all programs are consistent with federal and state special education regulations
- Oversee and ensure open communication and collaboration between staff, families, providers, other MECDHH departments, and MECDHH leadership team
- Train, supervise, lead, motivate, and evaluate assigned staff
- Oversee team budget for supplies and professional learning
- Support staff in developing and implementing long-and short-range planning, scheduling, service provision, documentation processes, and general continuous improvement practices
- Provide/facilitate in-service opportunities for professional growth, certification/licensure, and accreditation standards
- Schedule and coordinate meetings for team members
- Coordinate timely intakes and new referrals from audiologists, families, pediatricians, and school districts to MECDHH/GBSD staff and MECDHH/GBSD contracted providers
- Orient staff to the policies, procedures, and philosophy of MECDHH/GBSD
- Collaborate with partnering organizations that serve families of children who are deaf or hard of hearing
- Collaborate with other MECDHH/GBSD programs and coordinators to ensure smooth student transitions, program operations, and communication access at all times
- Serve as a member of the MECDHH/GBSD Deaf Education Leadership Team
- Assist in the development and monitoring of MECDHH/GBSD procedures
- Inform the Director of referral data, student progress, staff effectiveness, and program development
- Develop brochures (staff, student, parent) and other promotional/informational materials

- Compile monthly and year-end report for the Director
 - Engage in ongoing professional development activities, including but not limited to, attending and presenting at conferences and Board meetings as requested by the Director
 - Attend family events as requested by the Director
 - Maintain professional digital calendar of home and school visits, service provision, supervisory meetings, team meetings, staff observations, etc., as well as communication documentation
 - Abide by all policies and procedures of MECDHH/GBSD and Federal/State regulations
 - Perform other related duties as assigned, including but not limited to, overseeing an additional host program and staff if necessary

Primary Responsibilities – Assistant Director of Special Education

- Develop, implement, and monitor services for deaf and hard of hearing students in one site of the MECDHH/LPS Deaf Education Program (DEP)
- Support staff with implementing evidence-based best practices
- Support staff to conduct required assessment data to track language development
- Support the IEP/504 process for all students
- Collaborate with the DEP Lead Teacher, interpreter coordinator, and building administrators in preparation of student and staff schedules
- Facilitate weekly meetings, (including ‘KidTalk’ for DEP)
- Facilitate transition planning for incoming middle school and high school DEP students, in collaboration with FPP/PST Coordinator, and state agencies that focus on transition for students who are deaf and hard of hearing (e.g., DOE, DHHS Voc Rehab, etc.), if applicable
- Collaborate with SAU special education administrators to ensure IEP development and implementation is meeting the needs of students
- Collaborate with building administrators to schedule professional development
- Conduct regular on-site observations of providers interacting with students and collaborating with other professionals multiple times per week
- Participate in district assessment training and support staff as they conduct state-required educational assessments
- Oversee documentation and progress monitoring to ensure accountability, including but not limited to updating information in the student database, as well as students’ Google Folders
- Oversee staff in programming at both the assigned site DEP, as well as staff

serving students in home districts

- In collaboration with the Deaf Education Leadership Team (DELT), develop, implement, and monitor DEP curriculum for those attending the assigned site DEP, including ensuring curriculum and access support for students in classes outside of DEP (mainstream, FLS, RISE, etc.)
- Support services for students in home districts for Specially Designed Instruction and TOD Consultation, with statewide equity as much as possible
- Plan for annual graduation activities for DEP students, where applicable
- Collaborate with Assistant Directors to facilitate transition of children from Part C to Part B services, as well as from Part B CDS services to SAU Part B services

Minimum Skills and Qualifications

- Bachelor's Degree (Masters preferred)
- A minimum of 5 years of experience in Deaf/Special Education
- State of Maine Certification as a 292 Teacher of the Deaf or related certification/licensure
- State of Maine Certification as a 035 Assistant Special Education Director or related certification/licensure, or willingness to obtain (must begin courses within one year of starting the position)
- Current Criminal History Records Check (CHRC) Certification
- Proven skills in the areas of organization, facilitation and program management, data management, and written English communication
- SLPI score of Advanced, or willingness to attain
- 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
- Ability to recognize the value of diverse perspectives and experiences, and foster a work environment reflective of the community at large
- Ability to travel throughout the state for supervision, meetings, training, etc.

Work Environment

This job operates in a variety of professional environments. This job may require travel to see children and/or families. The job may also operate in children's homes, daycares, and preschool classrooms. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and teleconferencing equipment. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to drive short to medium distances.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits:

We offer a competitive salary and benefits package, including medical/dental/vision insurance, tuition reimbursement, Maine Public Employees Retirement, paid sick and personal time, and we are federal public service loan forgiveness eligible.

PLEASE NOTE: Employment cannot be finalized until the applicant has completed requirements for 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.