



Job Description INTERIM Assistant Director of Education

Department: Administration

Reports to: Executive Director/SEFS Director

Duration: July 1, 2024 to June 30, 2025 ONE YEAR ONLY

Primary Responsibilities

- Supervise and manage all Statewide Education and Family Services Programs Including:
 - Deaf Education Site Based Programs
 - Statewide Outreach Programming for students age 3-22
 - Statewide Programming for families of children in Early Intervention
 - Family and Peer Programming
- In collaboration with the SEFS Leadership team, develop, assess, implement, and stay abreast of evidenced based Deaf Education programming
- In collaboration with the SEFS Leadership Team, provide comprehensive, evidenced based programming and services across the continuum of language and communication opportunities (ASL, Listening and Spoken Language, Cued Language, Manually Coded Sign Systems and Augmentative Communication)
- Oversee accountability for the MECDDHH/GBSD IEP process and provision of services
- Provide administrative presence in IEP Team meetings, and assist staff in IEP development as requested by Coordinators or staff members
- Facilitate department meetings
- Oversee the development of Deaf Education curriculum, and support the adaptation of general education curriculum
- In collaboration with the SEFS Leadership Team, hire, supervise, and evaluate staff to ensure provision of appropriate and quality service delivery
- In collaboration with the Director, supervise coordinators and support them as they each supervise a team of teachers, educational technicians, and therapists
- Directly supervise the department social worker and audiologists
- Oversee host family program for a small number of High School students
- Monitor the maintenance of required child records per Maine CDS/DOE and Local Entitlement grant requirements
- In collaboration with the SEFS Leadership Team, monitor the maintenance of required child records per Maine CDS, Department of Education, DHHS Child Care, and Local Entitlement grant requirements
- In collaboration with the SEFS Leadership Team, oversee staff data collection and annual reporting, as well as student databases to monitor provider input for discrepancies

- Develop contracts with the business office, including direct service contracts, CDS providers, seminar/webinar presenters, etc.
- Oversee contracted providers, and approve invoices
- Coordinate technology needs and resources for all statewide staff
- Provide coaching to related services team on how to integrate related service needs throughout the students' instructional day and model that to site-based staff members
- Manage MaineCare System
- Maintain updated library of assessment tools for related service providers and teachers of the deaf to use for determining service needs and progress monitoring
- Provide instruction and coaching to ensure that professional staff have the necessary skills to conduct evaluations and use the evaluation data to inform instructional decisions
- Support professional staff in developing appropriate IEPs, including writing present levels, annual goals, accommodations, and service delivery
- Provide consultation and training to MECDHH/GBSD staff on providing services to students who are deaf and have additional disabilities to ensure they have the necessary skills to meet the unique needs of these students
- Coordinate timely intakes and new referrals from audiologists, families, pediatricians, and school districts to MECDHH/GBSD staff and MECDHH/GBSD contracted providers
- Abide by all the policies and procedures of MECDHH/GBSD and Federal/State regulations
- Perform other related duties as assigned

Minimum Skills and Qualifications

- Master's Degree in Deaf Education or related field with coursework in administration
- Minimum of 10 years of experience in Deaf Education to include classroom teaching experience
- Minimum of 3 years of supervisory/school administration experience
- Certification requirements variable depending on background:
 - State of Maine Certification 292 Teacher of the Deaf
 - Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable
- State of Maine Assistant Special Education Director Certification (035) or ability to obtain within two years of hire
- Current Criminal History Records Check (CHRC) Certificate
- Strong IEP knowledge and experience administering IEP's
- Strong knowledge of state and federal Special Education law, including Maine's Chapter 646 statute and Kindergarten Readiness LD 642
- Strong Knowledge of FERPA, HIPAA, and guidelines for child educational and health records
- Ability to coordinate statewide programming in a collaborative manner
- Proven skills in the areas of supervision and evaluation of staff, including professional, technical, and clerical personnel

- Ability to support the development and implementation of strategic plans
- Ability to establish and maintain respectful relationships with staff, colleagues, parents, the deaf community, and statewide stakeholders
- Knowledge of evidenced based best practice in Deaf Education
- Knowledge of bilingual/bimodal philosophy of education
- Proven skills in the areas of organization, facilitation, and program and data management
- Strong written English communication
- Ability to communicate effectively using American Sign Language
- Ability to deal effectively with a wide range of people in a helpful, positive, and constructive manner
- Ability to work independently to establish priorities and work collaboratively as a member of a diverse community of professionals with a high level of professionalism
- Ability to exercise independent judgment, flexibility and prioritize tasks, work independently, and maintain high levels of confidentiality
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognize the value of diverse perspectives and experiences; and foster a work environment reflective of the community at large

Work Environment

This position may require a flexible work schedule in order to meet the needs of students, families, program needs, and school districts.

This job operates in a professional office environment in the Falmouth or Bangor office, and schools and offices throughout Maine. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate. Some travel required.

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, drive, as well as use hands to manipulate, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, bend, stoop, kneel, or crouch. 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.

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.