



## **Site-Based Elementary Coordinator**

**Department:** Statewide Education and Family Services (SEFS)

**Reports to:** Director of Statewide Education and Family Services

### **General Coordinator/Leadership Responsibilities**

- Ensure that the implementation of all programs is 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 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
- Attend and present at conferences and Board meetings as requested by the Director
- Attend family events as requested by the Director
- Abide by all policies and procedures of MECDHH/GBSD and Federal/State regulations
- Perform other related duties as assigned

### **Primary Responsibilities – Site-Based Elementary Coordinator**

- Develop, implement, and monitor services for deaf and hard of hearing students in all MECDHH elementary site-based programs
- Support staff with implementing evidence-based practices
- Support staff to conduct required evaluations to track language development (Kindergarten Readiness implementation)
- Support the IEP process for all students
- Collaborate with the interpreter coordinator and building administrators to prepare student and staff schedules
- Facilitate weekly team meetings in all MECDHH elementary site-based programs (including KidTalk)
- 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 with students, families, and other professionals
- 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 Infinite Campus and students' Google Folders

### **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
- Current Criminal History Records Check (CHRC) Certificate
- Proven skills in the areas of organization, facilitation and program management, data management, and written English communication
- Ability to communicate effectively using American Sign Language or willingness to learn
- 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 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 regional site office.

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.

### **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, 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.