



Family and Peer Programming Coordinator

Department: Statewide Education and Family Services (SEFS)

Reports to: Director of Statewide Education and Family Services

Primary Responsibilities – Family and Peer Programming Coordinator

- Collaborate with the MECDDH/GBSD Leadership Team to develop family and peer programming
- Plan and implement family support and connections events for MECDDH/GBSD, including but not limited to
 - In person events throughout the state, including rural areas
 - Virtual events
- Plan and implement regional peer programming for students who are Deaf or hard of hearing who use a continuum of communication modes, including but not limited to
 - Regional programming for students in grades K-5
 - Three overnight experiential learning weekend programs throughout the state for students in grades 6-12
 - Transition planning activities for students ages 14 and older
 - Collaborate with site-based and outreach teachers of the Deaf to
 - Develop and implement pre- and post- activities which connect peer programming activities to instructional standards
 - Ensure activities meet the unique needs of their students in content and access
- Ensure access and inclusion for all Deaf and hard of hearing students and family members regardless of language and communication approach
- Collaborate with partnering organizations that serve children who are deaf or hard of hearing and their families
- Provide consultation and in-service training to teachers and professionals

- Manage budget for program
- Travel statewide to facilitate events, including nights and weekends
- Ensure that implementation of the program is consistent with federal and state special education regulations
- Oversee and ensure open communication and collaboration between staff, families, providers, other MECDHH/GBSD departments, and MECDHH/GBSD leadership team
- Collaborate with other MECDHH/GBSD coordinators to ensure smooth program operations at all times
- Assist in the development and monitoring of MECDHH/GBSD procedures
- Inform the Director of program development and participation data for all activities and events
- Develop brochures (staff, student, parent) and other promotional/informational materials
- Compile monthly and year-end reports for the Director
- Attend and present at conferences and Board meetings as requested by the Director
- Abide by all policies and procedures of MECDHH/GBSD and Federal/State regulations
- Perform other related duties as assigned

Minimum Skills and Qualifications

- Bachelor's Degree (Masters preferred)
- A minimum of 5 years of experience in Deaf/Special Education
- Eligible for State of Maine Certification in Physical Education, Adapted Physical Education, School Counselor, Special Education, or Teacher of the Deaf
- Current Criminal History Records Check (CHRC) Certificate
- Proven skills in the areas of program management and facilitation, data management, organization, and written English communication
- Prior experience managing program budgets
- Ability to communicate fluently using American Sign Language and preference will be given to individuals who are Deaf or hard of hearing

- Thorough knowledge of various communication opportunities for expressive and receptive language utilized by individuals who are D/deaf or hard of hearing and willingness to support student and parent choices
- 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 and willingness to travel throughout the state, as well as work some nights and weekends

Work Environment

This position will 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 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.