



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

STATEWIDE EDUCATIONAL SERVICES

One Mackworth Island, Falmouth, ME 04105
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Outreach Consultant

Department: Statewide Educational and Family Services (SEFS)

Reports to: Coordinator, Outreach Services
Director of Statewide Education and Family Services

Primary Responsibilities

- Collaborate as a team member with the outreach team and professionals from school districts within assigned region
- Participate in the IEP processes, prepare present levels of performance, and plan goals and objectives for students upon request of school districts
- Identify and share resources with educational teams and families to support student's access and learning needs
- Plan and implement specially designed instruction and consultation per IEP or 504 referral only
- Monitor academic, communication, and language skill development through a variety of strategies and assessments
- Collect and document data related to IEP goals and consultation
- Complete peer awareness activities in student's classrooms
- Write timely and comprehensive progress reports in collaboration with the SAU timeline requirements
- Provide consultation, in-service training, and support for teachers, caregivers, and professionals upon referral
- Write timely and comprehensive consultative and observation reports
- Facilitate the writing of a communication and language plan for students
- Explain the student's language and access needs to educational teams
- Explain the student's hearing levels, hearing assistive technology, including hearing aids (both air and bone conduction), cochlear implants, remote microphone systems, sound field systems, etc. to families and professionals
- Troubleshoot hearing assistive technology with families and professionals
- Utilize digital technology and online platforms for creating materials for instruction and sharing and completing distance service provision as necessary
- Establish and maintain open, frequent communication with parents, classroom teachers, and service providers
- Maintain professional digital calendar of home and school visits, service provision, and communication
- Maintain all required documentation for school districts and external agencies
- Maintain and update students paper and/or Google file
- Maintain accuracy of child-specific records in MECDHH database systems
- Maintain and update schedule via online calendar system

- Report monthly activities as requested or required by Coordinator or Director
- Complete evaluations upon referral
- Write timely and comprehensive evaluation reports
- Attend and present at conferences as requested by the Director
- Attend family events as requested by the director
- Abide by all the policies and procedures of MECDHH/GBSD and Federal/State regulations
- Perform other related duties as assigned

Required Skills/Qualifications

- Bachelor's Degree (Masters preferred)
- A minimum of 3 years of experience in Deaf/Special Education (preferred)
- 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
- Current Criminal History Records Check (CHRC) Certificate
- Extensive knowledge of principles of deaf education
- Proven skills in the areas of organization, facilitation, program management, data management, and written English communication
- Experience using social media and digital technology or a willingness to learn
- Excellent interpersonal and communication skills
- Ability to deal effectively with a wide range of people in a helpful, positive and constructive way
- Ability to work independently, establish priorities, and work collaboratively as a member of a diverse community of professionals
- High level of professionalism, strong organizational, expressive communication and writing skills
- Ability to drive throughout the state for caseload, meetings, training, etc.
- Fluency in American Sign Language or willingness to learn
- Openness and unbiased approach to various communication modes for expressive and receptive language utilized by individuals who are D/deaf or hard of hearing.
- 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
- Willingness to work a flexible schedule in order to meet the needs of students, families, programs, and school districts

Work Environment

The job operates in public and private school classrooms. This job requires travel to see children and attend meetings. This job also operates in a professional office environment. 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, **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.