

SPECIAL SCHOOL DISTRICT Louisiana Special Schools

POSITION DESCRIPTION

Rev 10/2019

Position:

Title:	LSD Director	Braille/SLPI EJP Level:	Advanced Plus
Position Pay Level or Scale	Unclassified	Length of Assignment:	12 month Employee
Reports To :	SSD Superintendent	Work Hours:	8 hour day
Supervises:	Principal Assistant Principal AIS-IEP Facilitator Coordinator, LSD Curriculum Technology Specialist Transition Coordinator AEBE Coordinator Administrative Assistant		Must be willing to work flexible shifts and days. Travel, night, and weekend work may be required.

Professional Responsibilities

The employee must be able to perform these assigned duties without significant risk of substantial harm to his/her own safety/security and the safety/security of others.

I. Managerial Responsibilities

- Serves as the Chief Executive Officer in the administration of the Louisiana School for the Deaf (LSD).
- Provides professional administrative leadership in executing and implementing school philosophy, policies, procedures and programs and policies and regulations mandated by Special School District (SSD) and other state and federal regulatory agencies.
- Provides professional leadership, makes administrative decisions and develops and establishes long range strategic plans necessary for the proper administration and management of the educational programs.
- Prepares budgets, projects, contracts, interagency agreements and reports as directed.
- Exercises leadership and responsibility in the management, allocation and utilization of school resources.
- Keeps the SSD Superintendent fully informed regarding school operations.
- Demonstrates appropriate and effective office management skills such as planning, organizing and implementing.
- Exercises good judgment in making decisions.
- Maintains complete and accurate records and exercises confidentiality of information in accordance with requirements of the law.
- Represents the school in contacts with the public, governmental, professional and school agencies, organizations and communities, including the Deaf Community.
- Maintains a positive relationship with professional associates, state and local agencies, the community and the parents of the students.
- Maintains a positive working relationship with the Special School District and the Louisiana Department of Education.

II. Supervisory Responsibilities

- Recommends to the SSD Superintendent the appointment of such officers and employees as deemed necessary and proper and assigns duties and work hours.
- Provides leadership in personnel development through the management of ongoing staff development and training programs for all components of the school.
- Supervises assigned staff providing leadership and coordination for a team approach.
- Applies knowledge and skills of supervision to programs and personnel demonstrating appropriate and effective interpersonal skills.
- Delegates responsibilities as appropriate.

- Plans and conducts staff observations and evaluations for performance accountability programs for classified and unclassified employees according to the current approved performance appraisal systems.
- Provides for staff development.

III. Programmatic Responsibilities

- Supervises and provides leadership to LSD staff in the design, development, execution and evaluation of a systemic plan to educate students and accelerate improvement of student outcomes, meet residential responsibilities, and improve outreach outcomes for deaf or hard of hearing students and their families.
- Knowledge of special education rules and regulations associated with implementation of state and federal laws.
- Understanding of children and their developmental, educational, and psycho-social needs, especially deaf and hard of hearing children served by the school.
- Demonstrates awareness of specialists, agencies, and organizations that serve children with disabilities and their families.
- Provides ongoing public relations and awareness programs concerning hearing loss and deafness and the role and mission of LSD, including programs and services provided by the school.
- Develops collaborative relationships with Louisiana School for the Visually Impaired LSVI and the Special School Programs (SSP).
- Understands the unique language and communication needs of deaf and hard of hearing students.
- Demonstrates appropriate and effective student management.
- Participates in school sponsored activities.

IV. Professional Conduct

- Demonstrates reliability and punctuality in attendance and in meeting obligations.
- Exhibits professional ethics.
- Exhibits initiative and recognizes and follows established communication channels.
- Exhibits a willingness to accept and use suggestions for improvement.
- Uses time effectively.
- May be required to develop and implement a Professional Growth Plan in consultation with the designated supervisor.
- May be required to complete a self-evaluation.
- Maintains an appropriate student-adult relationship and respects the individual worth and dignity of each student.
- Demonstrates effective expressive and receptive sign language skills.
- Performs other duties as assigned.

Qualifications Desirable Candidates Should Possess

- Master's Degree from an accredited college or university in education of deaf and hard of hearing, special education, school administration and supervision, or a related field.
- Three years of successful experience in the administration and supervision of educational programs for students who are deaf or hard of hearing (i.e. residential schools for the deaf, day programs for the deaf, and comparable settings).
- Background and experience in the education of deaf, hard of hearing, deafblind, and deaf students with disabilities.
- Knowledge of effective teaching and learning practices.
- Knowledge of organization and administration in the area of special education.
- Knowledge of and ability to effectively implement collaborative data teams focused on using formative assessments to guide the use of effective teaching and learning practices.
- Ability to organize and analyze data as part of a focused strategic planning and implementation process.
- Ability to organize, supervise, and coordinate the activities of a professional staff.
- Ability to communicate effectively in writing, American Sign Language (Advanced Plus), and other communication modes.
- Ability to work under supervision as well as to assume leadership responsibilities.
- Ability to apply effective fiscal and human resource policies and practices.

- Must be eligible to meet certification requirements of the state of Louisiana in education of the deaf and must possess or be eligible for the Educational Leader Certificate Level 2 or its equivalent. Possession and presentation of Council on Education of the Deaf (CED) certification will satisfy the Louisiana requirement for teacher certification in education of the deaf.
- Must possess human relations and management skills with which to develop and maintain a cohesive common purpose faculty and staff and to direct the functions of subordinates.
- Preference will be given to applicants who are proficient in sign language; others must be willing to acquire such skills. The Sign Language Proficiency Interview (SLPI) level for the position is Advanced Plus. (Other qualifications and experience, which in the opinion of the SSD Superintendent meet the requirements of the position, may be accepted in lieu of the above)

Physical Activity Level

Some work is performed in physically comfortable positions with little or light physical effort, and some work requires moderate effort. Lifting thirty to forty pounds may be required and brief periods of heavy muscular exertion may be required. Interpreting/ and transliterating require extended use of the upper body muscles and fine motor movements of the hands. Physical requirements are subject to reasonable accommodation in accordance with ADA standards.