Northwest School for Deaf and Hard-of-Hearing Children Seeks Education Coordinator

Overview
Northwest School for Deaf and Hard-of-Hearing Children (NWSDHH) is a national leader in the education of D/HH students using simultaneous oral English and Signing Exact English. Dedicated to successful research based practices, the school’s mission is to provide a nurturing educational environment for children who are deaf or hard-of-hearing, offering superior education while fostering spoken language and listening skills.

The job of Education Coordinator is an administrative position which supports school faculty and staff in providing outstanding instructional programs to deaf and hard of hearing students and furthering the mission and objectives of NWSDHH.

Roles and Responsibilities
Education Coordinator reports to the Head of School. Essential responsibilities include but are not limited to

- Supporting the implementation of NWSDHH educational programs and systems, in collaboration with the Head of School.
- Overseeing and monitoring faculty implementation of NWSDHH-specific instructional strategies and techniques, via bimonthly coaching and mentoring of each educational team member.
- Nurturing and managing Special Education compliance and program planning processes such as Special Education Evaluations, and Safety Net compliant IEP writing and implementation, in collaboration with teams comprised of school educational staff, parents and home district personnel.
- Supervising enrollment activities for incoming students in coordination with the Outreach Coordinator.
- Planning and facilitating Saturday Playgroups for D/HH students in the region’s 0-3 programs.
- Monitoring testing and reporting strategies, including annual assessments, IEPs and report cards.
- Planning the provision of effective staff training activities for staff in cooperation with the Head of School.
- Recruiting and supporting student teachers.
- Supporting the Development and Communications team by helping to identify donor prospects and awareness building opportunities. Vigilant nurturing of NWSDHH’s commitment to team building, collaboration, communication methodology, and culture, while ensuring that all parts of the organization are working toward the same goals.
- Fostering collaborative relationships with local, state and national agencies and organizations advancing educational opportunities for deaf and hard-of-hearing students. Representing the school at RESPECT D/HH Meetings, at Hands and Voices Meetings, and other meetings as assigned by the Head of School.
- Serving as administrative liaison with the NWSDHH Parents Club, coordinating their efforts on behalf of the school and maintaining constant vigilance regarding liability issues.
- Managing annual ESY program including data collection, staffing, salaries, district coordination, and supervision of the program.
- Maintaining and updating Staff and Student Handbooks.
- Reviewing Safe Schools materials and making recommendations to the Head of School.
- Providing support for teachers and the Head of School related to student behavior intervention plans and programming.
- Coordinating school annual events with the Head of School such as the Optimists Oratory Contest and the Grandparent and Special Guest Day.
- Coordinating in other NWSDHH programs as assigned by the Head of School, such as the District Support Program, Family Conversations 0-3 Program, and the Spanish Speaking Families Program.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
NWSDHH is seeking an Education Coordinator (EC) with strong leadership, management, communication and decision-making skills. The successful candidate should have the proven ability to encourage teamwork and collaboration. This person must have a value set consistent with a culture that is based upon respect, camaraderie, high ethical standards and a passion to make a difference. The Education Coordinator must have tough skin, a knack for planning and a mania for meeting deadlines. The EC must demonstrate a passion for the job and a willingness to work long hours serving the
NWSDHH community. This position requires unwavering commitment to excellence in personal work products and all aspects of the work of the school. The individual in this role must be culturally competent, embrace diversity and skillful at developing and reinforcing diversity in the workplace.

At least five years of experience as a teacher of the deaf; familiarity with the strategies and techniques used at NWSDHH; and in depth knowledge of state, local and national special education laws and policies are required.

**Desired skills include:**
- Demonstrates excellent team building skills.
- Effective coach and collaborator: While maintaining high standards, can assist development of new skills and attitudes in employees who are not meeting job expectations.
- Able to effectively navigate difficult situations with parents, staff or other professionals.
- Ability to develop long and short range plans and programs, managing timelines and deadlines for project completion.
- Effective public speaking and presentation skills.
- Ability to manage a variety of tasks, programs and projects simultaneously; tracking progress; and ensuring excellent outcomes on each.
- Use of creative, analytical and problem solving skills. Ability to analyze issues and create action plans. Use of data based problem solving strategies and the independent interpretation of guidelines.
- Organizational and time management skills; ability to adapt to changing work priorities, meet deadlines and schedules, set priorities and work as part of a team.

**Knowledge required includes:**
- In depth familiarity with current state and federal special education laws, requirements, policies and procedures, and how they relate to Non-Public agencies and contractual settings.
- Familiarity with current effective teaching strategies, curricula, technology, classroom management strategies and practices used in special education settings.
- Orientation toward logical, data-based educational decision making and research based instructional strategies.
- Knowledge based competencies related to administrative and supervisory duties; curriculum and instructional leadership; effective conflict resolution skills; familiarity with current state and local trends in deaf education.

**Working Environment**
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 40% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience**
**Education**
Masters degree in Special Education, Deaf Education or related area such as Speech & Hearing, Special Education Administration.

**Required Testing**
Post Offer Physical Exam.

**Continuing Educ. / Training**
Signing Exact English fluency preferred at hire, and required within one year of employment. ASL proficiency welcomed.

**Certificates & Licenses**
Washington State Administrator's Credential.
Washington State Teaching Certification in General and/or Special Education.

**Clearances**
Criminal Justice Fingerprint/Background Clearance and Hepatitis B immunization within 120 days of employment.

**Salary:** Range: $84,000-$91,000 per year depending on experience, training and skills.

**Position Start Date:** July 10, 2017 or per negotiation.
APPLICATION
To apply, submit a resume and a cover letter, in confidence, to: Lynessa Cronn, Head of School; PO Box 33666; Shoreline WA 98133 l.cronn@northwestschool.com 206/364-4605. Application deadline is April 24, 2017. Northwest School for Deaf and Hard-of-Hearing Children is an equal opportunity, affirmative action employer. All candidates will be evaluated on a merit basis.