



# LOUISIANA DEPARTMENT OF EDUCATION

## SPECIAL SCHOOL DISTRICT

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*Job Description: Director, Louisiana School for the Deaf*

### **School Mission**

A Learning community that is **Student-oriented** and **Dedicated** to excellence.

### **Mission Statement**

- To enhance the academic, vocational, physical, emotional, social and cultural development of each student.
- To provide a visually accessible, positive and nurturing environment that emphasizes literacy and effective communication skills.
- To be a caring community where students can achieve personal excellence and become independent lifelong learners.

### **Vision Statement**

The Louisiana School for the Deaf (LSD) will continually work to ensure full communication access in all settings; to present instructional materials in a bi-lingual environment utilizing both American Sign Language (ASL) and English; to ensure that we are driven by research in best developmental practices for learners that are deaf and hard-of-hearing; to value and recognize the diverse language learning styles of our students; and to use advances in audiological and educational technology.

LSD strives to be an educational environment that encourages students to become literate/analytical thinkers; that encourages families to develop reciprocal communication with their child and to share in decision making about their child's education; that promotes teachers who are experts/specialists in language and literacy instruction and who reflect on their students' progress; that is led by an administration that supports and advocates for innovation, expansion of curricular and dormitory residency programs and over-all school improvement; with the full collaboration of the school's core stakeholders.

### **Role**

This Director position serves as the Chief Executive Officer in the administration of the Louisiana School for the Deaf (LSD). This position provides 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. The LSD Director exercises leadership and responsibility in the management, allocation and utilization of school resources. This position is a supervisory position that will supervise at least eight employees and reports directly to the Special School District Superintendent.

In addition to the above, duties and responsibilities to be performed in this role include, but are not limited to the following:

### **Managerial Responsibilities:**

- Provides professional leadership, makes administrative decisions, 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.
- Ensures the SSD Superintendent is 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.

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.

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 psychosocial 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.

Professional Conduct:

- Demonstrates reliability and punctuality in attendance and in meeting obligations.
- Exhibits professional ethics.

- Exhibits initiative, recognizes and follows established communication channels.
- Exhibits a willingness to accept and use suggestions for improvement.
- Manages time effectively and efficiently.
- 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.

### ***Desired Qualifications***

The preferred candidate for this position should possess a 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. Additionally, the preferred candidate should have at least 3 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).

In addition the above, the SSD is seeking a candidate with the following skills, experience and attributes:

- 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.

### ***Location***

This position is located at the Louisiana School for the Deaf in Baton Rouge, LA.

***Terms of Employment***

The LSD Director is an unclassified, 12-month position that reports directly to and serves at the pleasure of the Superintendent of the Special School District. Salary will be commensurate with qualifications and experience.

***To Apply***

Applications (including a resume and cover letter) and inquiries should be directed to [LDOEjobs@la.gov](mailto:LDOEjobs@la.gov). *Please note that emails sent to [ldoejobs@la.gov](mailto:ldoejobs@la.gov) are submitted to a state email address and, therefore, considered public records.*