



March 2020
New Job Description

Board Approval Date March 16, 2020

Deaf and Hard of Hearing Program Coordinator

Definition

Under the direction of the Director of Special Education, the Deaf and Hard of Hearing (DHH) Program Coordinator is responsible for overseeing the Covina-Valley DHH program which serves students in the East San Gabriel Valley Special Education Local Plan Area (ESGV SELPA) and surrounding areas. The program encompasses a specialized district program from infants through twelfth grades and itinerant DHH services throughout the SELPA.

Essential Duties and Responsibilities

- Manage and oversee the daily operations of the Covina-Valley DHH SELPA Provider Program and Itinerant programs;
- Provide an educational environment appropriate to the needs of DHH students served in the Covina-Valley Program and throughout the ESGV SELPA;
- Serve as IEP Administrative Designee for preschool through twelfth grade DHH students;
- Plan and organize DHH articulation meetings across grade levels and subject areas;
- Plan and implement staff development and innovation of special methods including use of core instructional materials and curriculum for DHH students;
- Provide support to DHH teachers in developing appropriate instruction, classroom management strategies, and curriculum resources;
- Work with site administrators to help general education teachers adapt curriculum, special materials, and lesson plans for DHH students;
- Coordinate professional development activities directly related to DHH culture, latest trends, and innovative methods;
- Provide support to Early Start DHH team and attend IFSP meetings;
- Serve as liaison between the provider district (Covina-Valley Unified School District) and the student's district of residence;
- Develop and provide education regarding deaf culture for parents, community, and school staff;
- Develop and update resources available throughout the DHH community and publish this information in a parent-friendly manner annually;
- Work with the Director of Special Education to ensure that DHH students are provided an excellent program that eliminates barriers and embraces 21st century learning;
- Perform related duties as assigned.

Required Qualifications

- Possession of at least one of the following: a valid California Education Specialist Instruction credential with authorization in either Deaf and Hard of Hearing or Communication Handicapped;
- Master's Degree in Special Education with an emphasis in Deaf Education;
- Valid California Administrative Credential or progress towards obtaining such credential;
- Proficiency in American Sign Language (ASL).

Training and Experience

- A minimum of five years of experience teaching or providing direct services to students who are deaf or hard of hearing;
- Experience with methodologies and programs for students who are deaf or hard of hearing.

Knowledge of

- Interventions and trends in the deaf community;
- Assistive technology related to the deaf or hard of hearing community;
- Variety of communication approaches in the deaf community.

Ability to

- Accurately read and interpret audiological assessments;
- Support and encourage a variety of philosophical pedagogies in deaf education;
- Communicate well orally and in writing;
- Establish and maintain cooperative working relationships;
- Evaluate the effectiveness of the implementation of the DHH program and services.

This position will be paid on the Management Salary Schedule, (\$108,760 - \$119,112 annually, five steps); 213 days/12 months.