

MARION COUNTY JOB DESCRIPTION

Position Title: Exceptional Child Consultant (Hearing Impaired)	
Department: Districtwide	
Reports To: Special Education Director	
Approved By: Marion County Board of Education	Date: November 2015

SUMMARY: This position will serve all schools within the Marion County Public School District

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

1. Provide leadership and technical assistance for schools.
2. Conduct on-site consultation with written recommendations.
3. Attend Admissions and Release Committee (ARC) meetings.
4. Assist with transition planning, recruitment of personnel, and assist administration with new students, referrals, and ARC meetings.
5. Facilitate quality educational programs for students who are deaf or hard of hearing.
6. Work collaboratively with school professionals to plan programs, implement change, and evaluate progress.
7. Coordinate and/or plan relevant professional development (PD) and resources to stakeholders.
8. Plan, promote, and implement collaborative activities that provide education, self-esteem building, and social health activities for students who are deaf or hard of hearing.
9. Plan networking opportunities for parents, teachers, and staff.
10. Address professionals on the problems and goals of modern education for students who are deaf and hearing impaired.
11. Provide guidance for assessments, evaluations, and educational programming as it relates to the unique challenges when working with students who are deaf or hard of hearing.
12. Research, review, and collect data to assist with program planning and keeping stakeholders informed.
13. Travel to schools and other meetings on a regular basis.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Applicants must possess certification from the Kentucky Education Professional Standards Board to teach students with disabilities. Deaf/Hard of Hearing certification preferred; a minimum of five years of experience serving students who are deaf and hard of hearing will be considered. Applicants must also have experience in working with students who are deaf and hard of hearing; preference will be given to applications with 5 years or more experience. Applicant must be fluent in American Sign Language.

OTHER SKILLS and ABILITIES: Ability to operate a computer and related software. Ability to communicate cleanly and concisely, both orally and in writing and the ability to interact positively with school staff and community. Ability to handle a multitude of responsibilities with minimal supervision. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to read and understand the district and school acceptable use policy and stay within their confines.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

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, talk or hear. The employee occasionally will stand or walk. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 25 pounds such as boxes of paper.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional ditties may be assigned.

File Name: Exceptional Child Consultant – Hearing Impaired