

Job Description

Job Title: Deaf and Hard of Hearing Specialist
Department: Special Education
Reports To: Special Education Coordinator
Salary: Licensed salary schedule – _____ calendar days

JOB SUMMARY

The Deaf and Hard of Hearing Specialist provides assessment, consultation, technical assistance, and/or direct instruction for children and student who are deaf or hard of hearing and who are eligible for WESD Regional services. Remains knowledgeable of state and federal special education requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Plans, organizes and conducts appropriate conferences with district staff, agencies, Willamette Special Programs staff and parents to carry out program objectives.
2. Prepares and utilizes materials and equipment to effectively meet individual student learning needs.
3. Provides information and recommendations to classroom teachers and para-professionals to maximize inclusion of students with severe disabilities in general education activities, both instructional and non-instructional.
4. Develops appropriate goals and objectives for each student.
5. Designs materials to supplement curriculums.
6. Completes contact logs for each student on a monthly basis.
7. Assists with the development and implementation of appropriate IEPs/IFSPs for eligible children and deaf/hard of hearing students.
8. Participates in developing and training building staff to implement behavior management plans for individual students.
9. Completes all federal and state mandated forms for each student.
10. Uses appropriate curriculums to facilitate student learning.
11. Uses appropriate testing materials to evaluate students' hearing loss levels and goal progress.
12. Facilitates hearing aid, FM system and other assistive listening device use, maintenance, repair and replacement.
13. Teaches students in one-on-one situations.
14. Manages cases, i.e., organizes IEP meetings; writes IEPs and leads IEP meetings; for IEP students.
15. Coordinates with audiologists for audiological support.
16. Assists with the administration of appropriate assessments to evaluate the child or student behavior and educational progress.
17. As a member of IEP teams, assimilates a variety of assessment data to provide a complete picture of student eligibility and programming needs.
18. Participates collaboratively on a team to develop an integrated IEP/IFSP.
19. Effectively communicates assessment data and recommendations in a variety of ways, including report writing.
20. Communicates clearly and effectively in a variety of situations, including difficult ones, with agency staff, district staff, service providers and the public.
21. Communicates regularly with parents, classroom teachers, principals and case managers regarding students' needs and goal progress.
22. Identifies community resources to help meet student and family needs.

23. Works effectively as a team with other specialists.
24. Identifies professional strengths and limitations and sets and meets performance goals.
25. Creates a positive work environment by:
 - a. Tolerating others' points of view
 - b. Soliciting input from others
 - c. Resolving conflict at the lowest level possible
 - d. Responding effectively to crisis situations
26. Follows Willamette ESD procedures, especially as outlined in the Staff Handbook, and assists support staff to do the same.
27. Adheres to professional ethics as identified by agency, professional organizations and licensing commissions.
28. Demonstrates leadership in guiding the IFSP/IEP team in determining eligibility for services.
29. Identifies students' needs and makes recommendations on appropriate instructional and program changes and/or other supports to address student needs.
30. Keeps current on practices for working with deaf/hard of hearing students and on current technology available to aid hearing and communication ability.
31. Conducts evaluations to determine educational impact for hearing impairment eligibility
32. Writes, coordinates and implements Individualized Family Service Plans (IFSP) and Individualized Education Plans (IEPs)
33. Develops and implements alternative teaching strategies for students with additional learning needs
34. Participates as a member of IFSP/IEP teams
35. Recommends and implements accommodations and modifications for curriculum and assessment as appropriate for individual students
36. Provides in-service training for school teams
37. Provides consultation to district staff, community agencies, families, and community partners
38. Troubleshoots hearing aids and FM systems
39. Develop and maintain caseload schedule in assigned districts
40. Maintain individual student records to meet program, ESD and state requirements
41. Remains knowledgeable of state and federal special education requirements.
42. Works collaboratively with districts and other community partners
43. Works collaboratively with the audiologist to ensure optimal student audition
44. Implements assistive technology as appropriate
45. Other duties as assigned

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Reliable transportation for possible itinerant responsibilities.

SUPERVISORY RESPONSIBILITIES

1. Determines assistants' and volunteers' daily routines and expectations.

EVALUATION

This position will be evaluated based upon the essential and marginal duties and responsibilities as outlined above as well as held to the standards as outlined in the evaluation system, collective bargaining agreement and employee handbook.

QUALIFICATIONS

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:** Master's degree (M.A.) or equivalent; Completion of a university training program in the education for Deaf/Hard of Hearing as required by the Oregon Teacher Standards and Practices Commission (TSPC), and documentation of American Sign Language competency; Oregon Teaching License with Deaf/Hard of Hearing Endorsement; General education experience preferred.
- **Interpersonal Skills:** Works well with others. Focuses on resolving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit.
- **Language Skills:** Must be fluent in sign language. Ability to effectively present information and respond verbally to questions from groups of parents, administrators, students, school staff and the general public. Ability to respond to common inquiries or complaints from students, parents, regulatory agencies or members of the community. Ability to read, analyze and interpret job related business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** To perform this job successfully, an individual should be proficient with word processing (WordPerfect/Microsoft Word), database, spreadsheet, purchasing and contract management software as well as E-mail and the Internet.
- **Other Skills and Abilities:** None.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, students, families, colleagues, or district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including teaching licensure through TSPC with a Basic or Standard Hearing Impaired Endorsement.

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 talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to focus.

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 low.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description (or the position itself) at any time as it deems advisable.

Prepared By: Willamette ESD

Date Revised: December 2020

I have read and understand this job description.

Printed Name

Signature

Date