**Job Description**



# **Title**

**Educational Services Director**

**Speech and Hearing Center of the Mid-South dba Memphis Oral School for the Deaf (MOSD)**

**Description**

Memphis Oral School for the Deaf with early intervention programs and clinical offices in Germantown, TN serves Memphis and the surrounding areas of TN, AR, and MS. MOSD provides preschool classrooms for children with hearing loss ages 2-6 and clinical services in speech therapy and audiology to clients from the community.

The ideal candidate for Educational Services Director will be a leader with a strong commitment to our vision and mission.

# **MOSD Mission and Vision**

Our mission at Memphis Oral School for the Deaf is ***empowering deaf children to listen, learn, and talk***. Our vision is to serve all children with hearing loss regardless of their ability to pay, preparing them for successful entry into kindergarten with speech and language skills that will enable them to develop literacy skills, communicate verbally with their hearing peers, and achieve success in their academic and career goals.

# **The Organization**

Speech and Hearing Center of the Mid-South dba Memphis Oral School for the Deaf is a multifaceted program serving children and adults from the Mid-South area. Our program components include:

* ***Sound Beginnings*** Family Training Program for children with hearing loss ages birth-2
and their families
* ***Sound Transitions*** Auditory/Oral Developmental Therapy Program for children with hearing loss ages 1-3 and their families
* **MOSD Preschool** for children with hearing loss ages 2-6
* Mainstream Consultation Services for children who have graduated from MOSD and entered classes in a mainstream school to provide support for the student and their teachers
* Speech and Hearing Center of the Mid-South- which provides clinical services to children and adults including:
* Audiological evaluations
* Cochlear implant mapping and monitoring
* Aural habilitation therapy
* Speech and language evaluations
* Speech and language therapy

 **The Position**

The Educational Services Director reports directly to the Executive Director. The Educational Services Director is responsible for the successful operation of the **MOSD Preschool** and it’s supporting ***Sound Beginnings*** and ***Sound Transitions*** programs. The Educational Services Director is responsible for operational excellence, program impact, and supporting the goals of the Executive Director including: carrying out the mission of MOSD, recruiting, hiring, training, and motivating professional staff, and building and maintaining community relations.

# **Responsibilities**

 **Leadership**

* Develops and maintains a strong team that is accountable for day-to-day functions at MOSD and ensures that activities are consistent with MOSD mission and goals.
* Recruits excellent quality school personnel. Interviews and hires professional staff together with Executive Director.
* Ensures that all professional educators, audiologists, and speech language pathologists are motivated to contribute fully to the mission and values of MOSD and enhance program effectiveness.
* Provides leadership to TN Legislature regarding the educational needs of children with hearing loss in an effort to build funding sources.
* Participates actively in OPTION Schools network and annual meetings.
* Maintains relationships with universities which collaborate with MOSD for practicum placement of Education, SLP, and AuD students.
* Maintains relationships with school personnel in districts which contract with MOSD for educational services for their students.
* Provides leadership to Early Hearing Detection and Intervention (EHDI) meetings regarding the success of oral deaf education.
* Works closely with Tennessee Early Intervention System (TEIS) to gain referrals to MOSD as soon as a child is identified with hearing loss.

**Program Development**

* Monitors and evaluates programs and services to children ensuring that all short and long range plans are developed to improve and broaden service delivery.
* Continues to promote MOSD as the leading resource for children with hearing loss in the Mid-South.
* Participates actively within the OPTION Schools network to ensure best practices in developing listening and spoken language skills in our students at MOSD.
* Takes referrals for student placement at MOSD from all sources.
* Meets each potential student and their family and takes them on a pre-enrollment tour of the school.
* Helps determine initial class placement of new students and transitions to other classrooms as needed.
* Selects and recommends curriculum and instructional materials
* Possesses in-depth knowledge of the IFSP / IEP process, develops documents with the teachers, and takes leadership role in IEP team meetings.
* Evaluates student progress, monitors ongoing assessment of students and monitors overall effectiveness of programs
* Monitors TEIS EIRA/ Center-Based grants by submitting all documents in a timely manner to meet grant requirements for reporting and grant renewal
* Compiles monthly TEIS invoices for reimbursement of program funds

**Organization and Management of Staff**

* Ensures the development of a strong and effective team that works as a cohesive unit in achievement of program objectives through ongoing evaluation, coaching, training, and professional development.
* Provides monthly coaching sessions with teaching staff and professional staff
* Reviews and develops school policies for staff and students to enhance smooth daily operations with approval of Executive Director.
* Reviews and approves school calendar ensuring that it complies with state requirements.
* Provides leadership in the development of daily schedule and staff assignments.
* Enforces all applicable Federal, State (TN and MS) codes policies and laws.
* Establishes and implements emergency, health, and safety procedures for the school in accordance with law and recommended practice.
* Oversees preparation and maintenance of student records and reports regarding attendance, welfare, discipline, and academic achievement.
* Reviews weekly lesson plans for each classroom.
* Supervises, edits, and reviews writing of all progress reports, making recommendations for clarity or improvement.
* Provides ongoing performance evaluation of teaching staff and written performance evaluations annually, prior to contract renewal.
* Provides input on performance evaluation of professional staff conducting clinic services within the Speech and Hearing Center of the Mid-South, along with Executive Director
* Organizes professional development and in-service training according to DOE requirements.
* Oversees practicum placement of students with Educators, SLPs and AuDs, and maintains relationships with participating universities.

**Parent Relationships**

* Establishes and maintains positive relationships with students and their families to promote effective educational experiences and provide emotional support.
* Maintains contact, counsels, and educates parents of all students regarding the educational needs of their children.
* Provides parent meetings on topics of interest to educate parents in promoting the development of listening and language skills and developing strong parenting skills.

**Outreach**

* Provides tours of MOSD and facilitates classroom observations
* Collaborates with other professionals in the community including: contacts at universities, school district personnel, TEIS, pediatricians and otolaryngologists
* Participates in all MOSD fundraising activities and promotional presentations

**Board Relations**

* Attends and participates in all full Board meetings and participates in Committee meetings, as needed.
* Submits a monthly report to the Board regarding the ongoing school activities at MOSD.

**Financial and Administrative**

* Works with Executive Director and Business Operations Director to propose annual budget for approval by Board of Directors.
* Helps implement effective financial and administrative systems and ensures the most effective utilization of financial resources within established budgets. **Marketing and Communications**
* Provides on-site tours and off-site presentations to educate the public about the effects of hearing loss on language development and the unique role that MOSD plays in helping children with hearing loss learn to listen and talk.
* Works closely with volunteers from United Way, corporations, and businesses in the community to develop personal relationships and support for MOSD.

# **Position Requirements**

**Minimal Qualifications:**

* Understanding of the organization’s goals and objectives.
* Effective interpersonal skills and relationship-building skills.
* Self-motivated and directed.
* Strong written and oral communication skills.
* Keen attention to detail.
* Comfort and experience in public speaking.
* Ability to meet new people and attract new donors and supporters to MOSD.
* Experience in marketing and communications.
* Ability to use all social media platforms
* Excellent project management and organizational skills
* Bachelor’s Degree is required. Graduate Degree preferred.

**Working Conditions**

May require extended work hours to respond to school needs and participate in after-hours fundraising events.

**About Us**

Memphis Oral School for the Deaf (MOSD) is located in Germantown, Tennessee and works to empower deaf children to listen, learn, and talk. MOSD has been serving families from all over the Mid-South since 1959. At MOSD NO SIGN LANGUAGE is used.  We help children with hearing loss ages birth to six years of age learn language during the most critical developmental stages of their lives. We believe that through early intervention and diagnosis, speech and language therapies, and advanced technologies and audiological services, deaf children can develop necessary listening and spoken language skills to become a part of, rather than apart from, a world of sound

* MOSD is one of 39 schools worldwide which are part of the OPTION Schools network. The goal of OPTION Schools is to advance excellence in listening and spoken language education.
* Our average annual school enrollment is 25 children in our day school and 20 families in our

***Sound Beginnings*** Family Training Program.

* Our average student to teacher ratio is 5 to 1.
* MOSD is accredited by the Tennessee Department of Education and the Mississippi Department of Education. Our highly qualified staff of audiologists, speech pathologists, and educators is licensed in the state of Tennessee.
* MOSD serves as an observation and training site for Audiologists and Speech/Language Pathologists and Educators from universities across the country.