



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF REGIONAL SERVICES FOR THE DEAF/SSA

JOB TITLE:	Director of Regional Service for the Deaf/SSA	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director, Special Education	TERMS:	226 Days
DEPARTMENT:	Regional Services for the Deaf/SSA	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

Provide the administrative function for the Longview Regional Services for the Deaf program in compliance with federal, state, and local guidelines, and provide for the efficient delivery of legally required special education and related services to hearing impaired students in the participating 25 member school district shared service arrangement

QUALIFICATIONS:

Minimum Education/Certification:

Master's Degree from an accredited college or university
Mid-management and/or supervision certificate
Certification in Education of the Deaf and a valid teaching certificate

Minimum Experience:

Three years of successful teaching experience with the deaf and hard of hearing

MAJOR RESPONSIBILITIES AND DUTIES:

1. Administer the Regional Services for the Deaf program in compliance with federal, state, and local guidelines
2. Ensure that the RSD program is cost effective and efficient for participating school districts
3. Develop and expend budgets according to documented student need and estimated enrollment for presentation to the district's superintendent and special education directors



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Negotiate with participating district for the additional resources of money, facilities, and personnel as presenting student need impacts current budget limitations
5. Develop operational guidelines for coordination with school districts served by RSD
6. Evaluate the RSD program's curriculum, facilities, personnel, instructional materials, and assistive technology offerings according to state criteria and objectives so that program resources ensure program outcomes and performance objectives
7. Assist the personnel department, principals, and sending special education directors in the recruitment, selection, placement, and evaluation of personnel
8. Plan and implement staff development programs to meet the needs of professional and paraprofessional personnel
9. Collaborate with member districts to prove transportation routes to and from center-based classes for eligible students
10. Prepare, negotiate with member district and administer the total program funds and resources on the operation of Longview Regional Services for the Deaf Program
11. Negotiate with member districts for appropriate physical facilities including design, furnishing, and equipment for deaf students
12. Supervise RES classroom and itinerant teachers, interpreters, and communication aides as to their effectiveness in promoting performance outcomes for students
13. Monitor and evaluate the instructional program and support services for eligible hearing-impaired students in respective school districts that support the philosophy and goals of each district
14. Submit all required federal, state, and local reports
15. Monitor and assure compliance with federal and state law, SBOE Rules, commissioner's rule, and the local board policy as it pertains to the eligibility and education of hearing impaired students in the SSA
16. Ensure effective evaluation of assigned personnel



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Must be able to reach logical conclusions in identifying educational needs and setting priorities while dealing with competing demands of time
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s), paraprofessional and professional employees as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017