

# LEXINGTON

SCHOOL & CENTER FOR THE DEAF

## JOB DESCRIPTION

### **TITLE:**

Superintendent/Chief Executive Officer

### **OUR ORGANIZATION:**

The Lexington School, founded in 1865, is the largest school for deaf students in New York State, serving deaf and hard of hearing students from ages 0-21.

Over the years the Lexington organization perceived a need for additional services in the community which it served and undertook to provide those services, expanding and becoming the multifaceted organization now known as the Lexington School and Center for the Deaf. Today, the Lexington organization consists of the Lexington School and three subsidiary corporate affiliates. These affiliates consist of a Center for Vocational Services, a Hearing & Speech Center, and a Center for Mental Health Services. Each of these affiliates serves not only the school's students but also the wider deaf and hard of hearing community in metropolitan New York City.

What differentiates the Lexington School and Center for the Deaf is central to the Superintendent/CEO's role. The continuing vision of the Lexington School and Center is to create and provide exceptional educational programs and services to the deaf community in metropolitan New York City and its environs.

### **POSITION SUMMARY:**

The Board of Trustees of the Lexington School and Center for the Deaf seeks a qualified individual to serve as its Superintendent and Chief Executive Officer whose services will commence on July 1, 2019

As the face of our organization, the Superintendent/CEO works closely with the Board of Trustees, various government agencies, and the public to ensure tight alignment of Lexington's operations with Lexington's mission and vision. This position reports directly to the Board of Trustees on such matters as prescribed by the By-Laws of Lexington School and Center for the Deaf and on matters of special instructions as may be given by the Board of Trustees through its President.

The Superintendent/CEO is charged with providing strong leadership and managing/supervising multiple functions including but not limited to finance, information technology operations, education instruction, policy development, and outreach, with responsibility for providing monthly reports to the Board of Trustees.

Positions reporting to the Superintendent/CEO will include, but are not limited to, the School Principal, the Executive Director of the Affiliate Agencies, the Chief Financial Officer (CFO), the Assistant Superintendent of Operations, the Director of Human Resources (HR), and the Information Technology (IT) Coordinator.

**Duties and Responsibilities:**

**1. ORGANIZATION-WIDE**

1. Serve as the organization's visionary and strategic leader in anticipating and analyzing trends in the field of deaf education and child/adult and family services.
2. Serve as chief liaison with other 4201 schools, the 4201 School Association, the State Education Department (SED), the Board of Trustees, and the public.
3. Serve as a liaison with educational and labor counsels
4. Develop and implement strategic plans to expand the base and scope of all Lexington School and Center programs as expressed in the Mission Statement, thereby enhancing Lexington's reputation as a leader in providing educational and other services to deaf and hard of hearing individuals at the local, state and national levels.
5. Preserve the current excellence in programming while developing and executing long-range plans that expand and market the mission and vision of the Lexington School and Center for the Deaf.
6. Develop personnel practices and procedures, including those not covered under the Collective Bargaining Agreement (CBA), and recommend policies for Board consideration.
7. With the Chief Financial Officer (CFO) and approval of the Board's Finance Committee prepare and administer an annual budget for all Lexington enterprises that ensures their financial stability.
8. Foster relationships between the School, the Center and its affiliates, government agencies and the public.
9. Represent the Lexington Organization externally, with responsibility for developing key relationships that engage leadership, building philanthropic support and producing revenue and program opportunities.
10. Develop and direct fundraising strategies and activities to maintain and to

expand revenue from government (federal, state, and local) and private sectors.

## **II. SCHOOL**

1. Provide creative thinking, educational expertise and leadership to enhance, improve, and expand the Lexington School's already extensive academic programs and curriculum.

2. Develop and implement annual and long-term programmatic and operational goals and objectives for the Lexington School and Center for the Deaf; measure and evaluate the successful achievement of these goals and objectives.

3. Foster and maintain a productive and collaborative relationship with the Lexington School Teachers' Association, including functioning as the lead negotiator for the CBA with the assistance of counsel.

4. Develop and oversee the School's public relation's program and activities and welcome and orient VIPs to the School.

## **III. AFFILIATES**

1. Develop and implement annual and long term programmatic and operational goal and objectives for the Affiliates of Lexington School and Center for the Deaf; measure and evaluate the successful achievement of these goals and objectives.

2. Foster relationships between the School, the Center and its affiliates, government agencies and the public.

## **IV. RELATIONS WITH THE BOARD OF TRUSTEES**

1. Coordinate and administer Board activities as requested by the Board of Trustees through its President.

2. When and as necessary, work collaboratively with the Board and staff to reorganize the organization's structure and the office of the Superintendent/CEO so as to position the organization to grow and thrive.

3. Ensure compliance with Board policies and directives and all applicable laws and regulations.

4. Formulate and recommend prospective policy for Board consideration.

5. Other duties and responsibilities as assigned by the Board of Trustees.

## **V. PERSONAL DEVELOPMENT**

1. Continue personal professional growth through participation in educational programs or activities related to management skills, business acumen, communication skills, governmental programs and other programs related to education and trends in deaf education, special education, and related fields.

## **EXPERIENCE/QUALIFICATIONS:**

1. Minimum of Master's Degree (MA) in Deaf Education (PhD preferred) or other relevant advanced degree.
2. Eligibility for New York State School Building Leader Certification.
3. Demonstrative experience as a Superintendent or Principal, preferably in a school for deaf or special needs students, or as an Executive.
4. Fluency in American Sign Language preferred.
5. Knowledge of social service programs for the deaf and hard of hearing.
6. Strong leadership skills, with the ability to manage and supervise multiple functions.
7. Knowledge of curriculum and principles of learning.
8. Knowledge of Deaf Culture needs and issues.
9. Membership in professional organizations that enhance personal prestige and the prestige of the School and Center.

## **COMMITTEE:**

A competitive compensation package will be offered to attract a superior candidate.

## **CONTACT:**

Send resume and references to Chairperson, Lexington Search Committee via E-mail to [searchcommittee@lexnyc.org](mailto:searchcommittee@lexnyc.org) by December 28, 2018.