



Job Posting – Updated 10/15/2018

## Director of Comprehensive Educational Resource Center

**Description:** To provide excellent support to students at Tennessee Schools for the Deaf for success in school and to help prepare students for a successful transition into post-school activities; to provide excellent support to families of deaf and hard of hearing students at Tennessee Schools for the Deaf as well as families across the state of Tennessee with children from birth through graduation or age 22.

**Qualifications:**

- Tennessee Teacher License, with a minimum of five years of successful teaching in the field of deaf and/or special education
- State of Tennessee administrative certification or equivalent
- Supervisory experience in deaf/hard of hearing/deaf blind and/or special education
- Experience in outreach services and assessment as it relates to deaf/hard of hearing/deaf blind school age populations or special education populations
- Proficient in sign language at the level established

**Terms of Employment:** Full time executive 12 month employee

**Salary and Benefits:** Based on education and experience as determined by the TSD Superintendent

**Essential Duties and Responsibilities:** *These are not exclusive or all-inclusive. Other duties may be required and assigned.*

- Provides support to LEAs and families of deaf and hard of hearing students across the state of Tennessee by providing outreach services including assessments, observations and recommendations, and training as needed to meet the needs of students who are deaf, hard of hearing, and deaf blind.
- Supervises outreach, assessment, counseling, behavior, social work support services, special education, and audiological services.
- Evaluates and monitors the implementation of special education program guidelines, district policies, and regulations for compliance with all regulations and laws.
- Implements procedures for referral, evaluation, placement, assignment, and reappraisal of students with regard to the special education services program.
- Assists in the development of school improvement plans to include special education needs.
- Monitors and evaluates the allocation of special education resources, including purchasing equipment and supplies in cooperation with the Director of Instruction.
- Serves as the contact for any litigation for the school system regarding special education and represents the school system in Mediations and Due Process Hearings.

*Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*



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- Operates as the contact for outside agencies and others regarding special education.
- Interviews, recommends, supervises, and assigns psychologists and related services providers including but not limited to behavior specialist, school counselors, social worker, occupational and physical therapists.
- Prepares contracts for the following services: Neurology, OT/PT, Psychotherapy, Psychiatry, and others as needed.
- Coordinates school-wide behavior management trainings.
- Serves as TSD Liaison to PTCA of TSD and ensures proper audit and management of funds.
- Develops and monitors strategic plan for CERC department.
- Develops budget recommendations and monitors budget throughout the year.
- Other duties as requested by the Superintendent.

#### Knowledge, Skills, and Abilities:

- Understanding of outreach and assessment as it relates to deaf/hard of hearing/deaf blind school age populations
- Understanding of counseling and other support programs for students
- Understanding of hearing loss and audiology needs
- Strong background in education
- Skill in quick, effective decision making
- Effective professional relationships with students, teachers, administrators, parents, and community
- Ability to communicate with diverse populations

#### Benefits:

Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more. A full listing of employee benefits can be found at <https://www.tn.gov/hr/employees1/benefits.html>

#### How To Apply

Application may be sent to [employment@tsdeaf.org](mailto:employment@tsdeaf.org)  
Or Human Resources - 2725 Island Home Blvd. Knoxville, TN 37920

*The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.*

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