

**St. Joseph Institute for the Deaf
Position Description**

JOB TITLE:	Principal	REPORTS TO:	President
STATUS:	Permanent Full-Time	LOCATION:	St. Louis Campus

Position Scope:

The Principal is a member of the Executive Team and is responsible for the planning, execution, management, documentation, and evaluation of the academic program at the St. Louis campus. The Principal is a non-voting staff liaison to the Academic Affairs Committee, serves on the Strategic Planning Committee, attends Board of Directors meetings, Board Committee meetings, and Task Forces as assigned.

Results Expected:

Ensure that the therapeutic and educational programs meet the objective of teaching children with hearing loss to listen and speak; ensuring students' preparation for a successful and timely transition to a mainstream school; providing quality educational services and learning for students without hearing loss who may, occasionally, be in SJI campus programs. Assure adequate documentation of curriculum, policies and procedures exist and are annually updated and communicated; that best practices are in place and current; innovative and forward thinking approach in the education of children is integrated in program design; student recruitment and admissions processes are effective at growing enrollment in programs. Ensure key external relationships are nurtured and strengthened; teachers are enriched through relevant professional development programs; faculty are encouraged to pursue continuing education, such as LSLs certification or other advanced certifications, and that all professional staff are encouraged to develop a national presence by presenting at conferences, or writing for professional journals.

Position Duties:

- Plan, execute, manage, oversee, document and evaluate the St. Louis campus educational program and ensure that it meets the highest educational standards while enriching child development and operating in a fiscally sound manner.
- Provide direct supervision to the Academic Program Coordinator, Outreach Program Coordinator, Speech Supervisor, Transition Coordinator, and Academic Administrative Assistant.
- Actively plan and execute a student recruitment program to ensure enrollment growth.
- Create a school climate reflecting Catholic identity and cultural diversity.
- Ensure a stimulating and orderly school environment that promotes student self-discipline, self-esteem, and considers the varying learning styles of students.
- Oversee the planning and implementation of the Local School Partnership Program, to ensure the provision of quality services to children served in their local school districts with support services being provided by St. Joseph Institute for the Deaf. Provide a framework for effective partnerships with district schools to ensure the goal of timely and successful transitions for students.

- Demonstrate a commitment to the core values of SJI, be a good steward of the history, as well as promote the mission of St. Joseph Institute for the Deaf both internally (among faculty, students, alumni, parents, board, and advisory boards) and externally (locally & nationally).
- Work with the President and other staff to increase the visibility, stature and presence of SJI within the St. Louis community, and nationally through collaboration with other auditory-oral schools, the Oberkotter Foundation, the A.G. Bell Association for the Deaf and Hard of Hearing, and other professional organizations.
- Assist in the implementation of strategic program plans. Develop annual and quality improvement plans as appropriate. Ensure the systematic and consistent documentation, and analysis of program results, and incorporate program changes as a result of such analysis.
- Exemplify and articulate mission, vision, priorities, performance expectations and direction on a regular basis for faculty and staff. Promote healthy staff morale and respect among staff, while recognizing, fostering and encouraging leadership. Identify and effect needed changes, and attend to professional growth of staff, applying principles of adult learning in administering faculty development program.
- Oversee management of the student-teacher practicum, and maintain existing while continuing to build new relationships with the education program staff at participating universities. Recruit, interview, select and, in conjunction with the leadership staff and human resources staff, provide orientation for school faculty and staff.
- Prepare, in conjunction with the CFO and President, and monitor the annual program operating budget for the academic program.
- Ensure confidentiality and HIPAA compliance in the educational, therapeutic and psychological testing and counseling of students and maintain all necessary educational and student records while preserving required documents and files, both hardcopy and electronic, ensuring an effective process for the development of Individual Education Plans (IEP).
- Facilitate accreditation review processes and maintain accreditations and certifications; adhere to legal and state standards.

Qualifications:

- Master's degree or higher, LSLS or eligible, plus 15 years experience in educating children with profound hearing loss, and experience working in a private school environment.
- Eligible to receive appropriate State of Missouri educational credentials, and an administrator's certificate.
- Minimum 10 years experience in educational field with progressive responsibility; previous teaching, administration and supervision experience, and experience in serving on educational committees or task forces.
- Demonstrated experience in special education and knowledgeable about the differences between public and private education in terms of financing, governance and organizational structures.
- Familiarity with deaf education issues and trends.
- High-level organizational skills and basic computer literacy.
- Respect for confidential and sensitive nature of information learned by virtue of job responsibilities.
- Entrepreneurial spirit and abilities to foresee changes and opportunities for SJI entities.