



## Position Description

**JOB TITLE:** MO Campus Coordinator

**REPORTS TO:** Chief Program Officer

**STATUS:** Full-Time

**LOCATION:** MO Campus

### Summary:

The MO Campus Coordinator is an integral member of the St. Joseph Program Leadership team. Working under the direction of the Chief Program Officer, the MO Campus Coordinator will lead the MO team, manage the MO campus and collaborate with colleagues to ensure the success of the MO programs and the philosophy of "One St. Joseph."

### Essential Duties and Responsibilities:

#### Leadership and Administration

- Implements intake and enrollment procedures for all families in the MO Program. Provides information and support to families through conferences, conversations, and in-person/virtual meetings.
- Develops and manages MO staff caseloads.
- Confers with visiting professionals, donors, and campus visitors, presents to professional organizations; participates in appropriate committee work and other professional activities to support the mission of SJI.
- Collaborates with local school districts to facilitate student transitions by attendance at IEP meetings and proposing provision of direct and consult services including professional development programming as appropriate (e.g. in-services, observations/report, phone conferences).
- Fosters relationships with educational institutions, associations, and related organizations to support LSL training and awareness.
- Strengthens and maintains critical partnerships with the State of Missouri, Newborn Hearing Committee, area children's hospitals and other local, state, and national stakeholders to inform and educate about Listening and Spoken Language intervention.
- Supports staff in developing daily program schedules including arrival and dismissal duties, lunch, and recess schedules. Develops substitute schedules and program coverage plans. Covers program duties as needed.

- Reviews protocols and curricula and makes recommendations for program improvement. Ensures accurate student data input and monitoring.
- Collaborates with the Director of LSL Advancement and participates as an active member on the SJI Standards and Quality Assurance committee. Supports the committee's initiatives and monitors implementation of new policies and procedures.
- Provides mentorship and guidance to staff, externs, student teachers, practicum students, classroom assistants and volunteers.
- Supports the CPO in hiring program staff. Plans and conducts department meetings for support, collaboration, and training.
- Actively participates in program supervision (i.e., recess/lunch duty), committee assignments, Open House, parent education nights, and other special activities.
- Actively participates in faculty, department meetings, and other meetings requested by the CPO.
- Leads student staffings to ensure each child's needs are appropriately addressed within the context of the classroom and therapy setting. Attends IEP meetings as a St. Joseph administrative representative.
- Works with the CPO to set the academic calendar. Plans and executes school-wide activities including holiday celebrations, graduation, fieldtrips, parent orientation, conferences, and summer camp.
- Establishes and maintains communications with other Listening and Spoken Language programs and explores potential for collaboration capitalizing on SJI's strengths.
- Demonstrates a positive demeanor and attitude with students, parents, and staff. Helps to maintain positive staff morale.
- Upholds the professional, moral and ethical standards of the program. Actively supports the mission and values of the organization. Maintains professional demeanor.
- Maintains professional standards (including ASHA certification, residing state SLP license, teaching certification, Medicare provider status, LSL certification) through attendance in workshops, participation in appropriate professional development opportunities and reading professional literature.
- Collaborates with other SJI program leaders to ensure continuity and integration of LSL standards in the MO program.

### **Operations**

- Manages the local campus, operating in accordance with all state and federal laws (HIPAA, OSHA, DOE, etc.).

- Ensures that the building maintenance is working effectively and efficiently. Responsible for maintaining a safe and healthy work environment in compliance with local laws.
- Oversees the maintenance of student records including enrollment forms, release forms, audiological, anecdotal, evaluation and progress reports, ensuring that HIPAA guidelines, policies, and procedures are followed.
- Manages campus budget, ensuring departments operate within budget parameters.
- Purchases instructional materials and supplies; maintains department curriculum materials.
- Oversees all billing processes and procedures for MO campus, working collaboratively with the accounting team.
- Promotes continuing education for staff development.
- Maintains confidentiality and protects SJL's intellectual property.
- Identifies and coordinates I.T. needs, logs internal requests for assistance and equipment, communicates to staff regarding disruptions and repairs and manages completion of tasks.
- Performs other duties as assigned.

#### **Education, Training and/or Experience**

- Bachelor's degree in Deaf Education, Speech Language Pathology, or related field; master's degree preferred.
- Listening and Spoken Language Certification a plus.
- 3+ years' experience managing and leading teams.
- Effective written, verbal and interpersonal communication skills.
- Ability to operate within budget parameters.
- Experience working within diverse communities and multicultural backgrounds
- High energy, well-organized, results-driven with attention to detail.
- Demonstrates a high level of emotional intelligence.

#### **Physical Requirements**

- Able to occasionally lift/carry materials or equipment up to 10 lbs. to set up and deliver community presentations.
- Some travel locally and nationally, up to 10%, as needed.
- Occasional weekends and after-hour responsibilities required.

#### **Equal Employment Opportunity (EEO)**

St. Joseph Institute for the Deaf is an equal employment employer.