

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

<b>JOB TITLE:</b>	LSL Program Coordinator	<b>REPORTS TO:</b>	Executive Director
<b>STATUS:</b>	Contract Full-Time	<b>LOCATION:</b>	Indiana Campus

**Summary:**

For nearly two centuries, St. Joseph Institute for the Deaf (SJI) has delivered exceptional listening and spoken language solutions for children with hearing loss, reflecting the charism of the Sisters of St Joseph of Carondelet.

The Listening and Spoken Language (LSL) Program Coordinator is an integral member of the faculty and of the St. Joseph Administrative Leadership team. Working under the direction of the Executive Director, the LSL Program Coordinator will demonstrate competence in LSL mentoring, parent coaching, and assessing student progress in the areas of audition, language, speech, and global development. This position follows the academic calendar with 10 additional contract days.

**Essential Duties and Responsibilities:**

- Supports the Executive Director in training, mentoring, and supervising teaching and speech language pathology staff.
- Demonstrates skills as a LSL provider in the areas of development and implementation of LSL programming, writing goals, collaborating with professionals and parents, evaluating and documenting LSL progress, designing and maintaining classroom and therapy environments, and assessing amplification equipment.
- Demonstrates knowledge of physical, cognitive, and linguistic variances in children with hearing loss who have accompanying learning challenges. Works collaboratively to assess students under contract as needed.
- Supports the Executive Director and facilitates the daily administrative tasks of the educational program including managing school-wide parent communication, leading tours, monitoring enrollment, assigning caseloads, and completing service contracts.
- Supports the staff in developing daily school schedules including bus duties, lunch, and recess schedules. Develops substitute schedules and class coverage plans. Covers classroom duties as needed.
- Reviews protocols and curricula and makes recommendations regarding changes needed to better support the staff and students. Reviews intervention environments and materials and manages purchases .
- 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 fellow faculty, externs, student teachers, practicum students, classroom assistants and volunteers.
- Completes appropriate documentation and evaluation on staff under supervision of the Executive Director. Supports the Executive Director in hiring LSL program staff. Plans and conducts department meetings for support, collaboration, and training.
- Actively participates in school supervision (i.e., recess/lunch duty), committee assignments, Open House, parent education nights, and other special activities.
- Actively participates in faculty, department meetings, as well as other meetings as requested by the Executive Director. Leads and participates in student staffings to ensure each child's needs are

appropriately addressed within the context of the classroom and therapy setting. Attends case conference committee meetings as a St. Joseph administrative representative.

- Works with the Executive Director to set the academic calendar. Plans and executes school-wide activities including holiday celebrations, graduation, fieldtrips, parent orientation, conferences, and summer camp.
- Demonstrates a positive demeanor and attitude with students, parents, and staff. Helps maintain staff morale. Follows posted schedule. Maintains department supplies and equipment in proper order.
- Upholds the professional, moral and ethical standards of the school. Actively supports the mission and values of the school. Maintains professional demeanor.
- Maintains professional standards (including ASHA certification, residing state SLP license, teaching certification, Medicare provider status, LSLs certification) through attendance in workshops, participation in appropriate professional development opportunities and reading professional literature.
- Collaborates with other departmental supervisor staff to ensure continuity and integration of LSL curriculum at each instructional level.
- Performs other duties related to the academic program as assigned.

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

- Minimum of a Master's degree in Deaf Education, Speech Language Pathology, or an appropriate related field
- Possess a teacher certification or SLP license and be eligible for certification in the state of Indiana, and appropriate Professional Boards.
- Must demonstrate a desire for ongoing professional development, and hold Listening and Spoken Language Specialist Certification.
- In-depth knowledge of teaching methods and legal educational procedures.
- Outstanding written and verbal communication skills.
- Well-organized with excellent leadership, interpersonal and presentation skills.

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

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

Signature

Date