

**Job Title:** Director of Early Education

**FLSA Status:** Exempt, Full-time

**Department:** Education

**Prepared Date:** December 2016

**Reports To:** Executive Director

**Salary Range:** \$60,000 - \$70,000

**Summary:** This is a full-time position in an innovative, exciting environment of education, services to individuals, and working to create systemic change. Based in Seattle, the Education department features both classroom and home-based services for children ages 0-5. Education is one of five programs in a dynamic, diverse, and positive culture at HSDC.

The Director of Education will strategically lead, inspire and support educators, children and families in the Hearing, Speech & Deaf Center's (HSDC's) three early learning programs:

1. The Parent-Infant Program provides bilingual ASL-English (or other language of the home) education and communication support through home- and center-based services to families of infants and toddlers who are deaf, deafblind, or hard of hearing.
2. The Rosen Family Preschool also provides bilingual ASL-English education to children ages 3-5 to support their continued learning, early literacy, development and successful entry into kindergarten.
3. The Ned Behnke Speech Language Preschool serves children ages 3-5 in a language-rich environment with a strong emphasis on early literacy skills, specifically designed as an inclusive model for students with and without speech-language challenges.

### **Essential Duties and Responsibilities:**

- Maintain educational standards and excellence that best prepare children with special needs for success in school.
- Conduct outreach and build relationships with school districts, community organizations and other providers to support and strengthen HSDC's programs.
- Supervise, support and inspire teachers and specialists to reach their full potential and innovation.
- Participate in educational and family events hosted by HSDC.
- Represent the Education Department on HSDC's Leadership Team.
- Work with the Executive Director (ED) on the strategic direction of all Educational programs and HSDC as a whole.
- Develop budget; supervise education billing and contract management.
- Represent HSDC at various stakeholder groups around the state to enhance early education services; conduct outreach events.
- Ensure licensing and contract compliance.
- Write and review contracts and grants.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

**Supervisory Responsibilities:** This position manages employees in the Education Department. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



Hearing, Speech & Deaf Center

## Job Description

### Education/Experience:

- Master's Degree in Deaf Education, Early Childhood Education, Special Education, Nonprofit Management or related field from an accredited program. Equivalent experience in the field also considered.
- Knowledge of and experience with the Deaf Community.

### Language & Other Skills:

- Fluency in American Sign Language.
- Strong skills in organization, prioritization, and multi-tasking.
- Positive, energetic, team-player attitude a requirement.

**Physical Demands and Work Environment:** The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in an office environment, with a moderate noise level. Occasional travel (nearly all local) is required.

- Must be able to sit for extended periods of time at a desk
- Must be able to work in small spaces and reach file drawers that are from floor level to approximately 5 feet high
- Must be able to cope with the demands and needs of small children.
- Ability to bend, lift and carry objects up to 25 pounds.
- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.
- Must be able to use a telephone/videophone

***HSDC is an equal opportunity employer.***

Interested applicants, please send cover letter and resume to Michelle Coleman-Papineau.  
(mcoleman@hsrc.org)