

## Job Description – Deaf/Hard-of-Hearing Specialist

### ***Purpose Statement***

A SESA deaf/hard-of-hearing (DHH) specialist provides outreach services and special education instructional support and training, as part of the Low Incidence Disability (LID) outreach program, to school district special education personnel educating students who are deaf/hard-of-hearing across the state of Alaska.

*This position reports to a SESA administrator.*

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### **Essential Functions**

1. Provides itinerant outreach services, based on a referral process, to students who are deaf/hard-of-hearing, including those with additional disabilities across Alaska's 54 school districts.
2. Provides consultative services to Alaskan school districts and their staff, students, and parents.
3. Observe students in educational settings for the purpose of providing/modeling evidence-based interventions and strategies for development of functional and educational outcomes.
4. Compiles data from a variety of sources (e.g. IEP meetings, student observations, special education teachers, school psychologist, etc.) for the purpose of customizing training and support.
5. Coordinates a variety of activities for the purpose of delivering technical assistance services in compliance with agency policy and process.
6. Provides, in multiple formats (written report, oral reports, audio and video clips, etc.), individualized educational recommendations for students with disabilities.
7. Completes student service, grant, and other reports within agency standards and agency-established timelines.
8. Accurately inputs required data into SESA FileMaker Pro database to ensure timely agency compliance with state of Alaska program audit requirements.
9. Maintains files and records (confidential and non-confidential), compiling pertinent information in assigned area (e.g. IEP files, etc.) for the purpose of ensuring accuracy of materials and complying with all agency, federal/state/ and district (when working on site) regulations.
10. Responds to inquiries from a variety of internal and external parties (e.g., district staff, other schools, state and federal agencies, students, general public, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction to improve outcomes for students with disabilities.
11. Provides special education instructional support and training, including evidence based topical in-services and workshops to school personnel, parents, students, peers and the community.
12. Assists school district staff in procuring specialized instructional materials and/or adapting available material/equipment.
13. Facilitates interagency collaboration with relevant stakeholders.
14. Actively participates in agency in-house trainings and professional development.
15. Utilizes and keeps abreast of technological developments in the field of hearing impairment.
16. Perform other agency and/or program related duties as assigned.

### **Minimum Qualifications**

- Master's degree in special education with an emphasis on learners who are deaf/hard-of-hearing OR a Bachelor's degree and suitable experience.

- Minimum of three years of recent experience with learners who are deaf/hard-of-hearing and their families.
- Experience in developing positive behavior support plans, visual supports, and programs to enhance communication skills.
- Experience in teaching social interaction and play skills.
- Knowledge of current research and range of educational practices in the field of hearing impairment.
- Flexibility and willingness to learn new skills.
- Ability to travel independently in rural/remote Alaska throughout the school year.
- Current knowledge of assistive technology commonly used with students who are deaf/hard-of-hearing.
- Ability to work under limited supervision following agency policy and practices.
- Proficiency in both oral communication and American Sign Language.
- Requirements met for Alaska State Department of Education Special Education Type A Certificate.

### **Core Activities**

- Review student file prior to site visit
- Communicate with site staff to plan TA
- Review travel schedule with site staff prior to visit
  - *Check local weather*
  - *Obtain village agent and school phone numbers*
- Complete **ALL** data fields related to:
  - *Student Information*
  - *Activities*
  - *Communication Logs*
  - *Travel Itineraries*
  - *Travel Reimbursements*
- Complete *SSR / SDS* within **10** working days of site visit
- Finalize Activities in database
- Provide resources and materials to sites as requested
- Follow up and respond to email communication
- Submit timesheets prior to the last day of each month
- Attend In-house Activities