Office of the Chief of Special Education, Equity, and Specialized Programs

COORDINATOR, DEAF EDUCATION
40G (School Support Administrator, 0515)

Primary Duties/Responsibilities:
Under the direction of the Director, Special Education Related Services, the duties include, but are not limited, to:

- Provides leadership and technical direction to all District personnel regarding the programming of services, strategies, supports, and procedures to ensure deaf and hard of hearing students with differing hearing levels receive instruction in the least restrictive environment
- Provides technical assistance to site-based staff with Deaf Education Special Day Programs and staff serving deaf and hard of hearing students
- Provides direct supervision and evaluates the performance of subordinate personnel including, but not limited to, DHH itinerant teachers, itinerant sign language interpreters, educational audiologists, and audiologic resource aides and provides District-wide technical direction and coordination of these services
- Plans for the continuous evaluation and improvement of deaf education services, supports, and programs for students through review and analysis of current trends, literature, and research studies; develops policy bulletins and procedural guides as needed in compliance monitoring
- Collaborates with various stakeholders including oral and signing deaf and hard of hearing professionals in Deaf and Hard of Hearing Education and deaf and hard of hearing community organizations who work closely with the District, as well as educators of the deaf and hard of hearing and others who work in the District
- Develops, delivers, and monitors the effectiveness of professional development focusing on effective research-based practices, including strategies for working with English and ASL deaf and hard of hearing learners in collaboration with the Deaf and Hard of Hearing program staff
- Identifies, establishes, and maintains effective linkages and agreements with community-based service systems necessary to meet transition goals for students with disabilities who present with a variety of developmental strengths and needs
- Facilitates, manages, and approves the purchasing and deployment of equipment for students with hearing-related low incidence disabilities
- Collaborates with departments within and outside of the Division of Special Education including Division of School Operations, Early Childhood Special Education, Due Process, Charter Operated Programs, Division of Instruction, and Multilingual Multicultural Education departments to ensure the effective provision of services for students with disabilities
- Oversees operational considerations, including budgeting, strategic planning, grant requirements, staffing/personnel matters, and communication with the Office of Staff Relations
- During periods of critical personnel shortage of other emergency situations, temporarily perform duties as directed within the authorization of any credentials held and registered with the Office of the Los Angeles County Superintendent of Schools
- Performs other duties as assigned

Salary: 40G, (School Support Administrator, 0515) – E Basis ($115,401 – $143,728) – 234 paid days (Salary listed is effective January 1, 2024)

NOTE: This position will close on June 30, 2024.

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to norm allocation and seniority-based RIF provisions or due to budget limitations.
- This position is deemed certificated under Education Code Section 44065 but may not qualify for “creditable service” under Education Code Section 22119.5 for CalSTRS benefits. However, if the candidate chosen for this position is already a CalSTRS member, he/she can fill out an election form to remain in CalSTRS and thereby obtain CalSTRS credit for this service.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.
Minimum Requirements:
- At least eight (8) years of successful, full-time public-school service in a certificated position(s), with no fewer than two (2) years of which must have been in a leadership position(s) (e.g., coordinator, instructional coach, dean)
- At least three (3) years of successful, full-time public school service in a special education position(s) teaching or working directly and primarily providing direct services for deaf and hard of hearing students
- A valid California Administrative Services Credential (Out-of-state applicants must qualify for and obtain a California credential prior to selection approval.)
- A valid California Education Specialist Instruction Credential (including Specialist Instruction Teaching Credentials in Special Education), Clinical Rehabilitative Services Credential, or Pupil Personnel Services Credential
- An earned master’s degree or advanced degree of at least equivalent standard conferred by a regionally accredited college or university
- Completion of required Multicultural Education and Master Plan coursework *

*Applicants have one year to complete this requirement.

NOTE: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6886.

Employees who have been issued a below standard Performance Evaluation or Notice of Unsatisfactory Act(s) and /or Suspension, shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

Desirable Experience/Qualifications:
- Proficiency in American Sign Language
- In-depth knowledge and experience with best practices of state and federal mandates regarding deaf and hard of hearing students, LAUSD special education policies, procedures, programs, and compliance monitoring
- Strong knowledge of language access and communication modalities, approaches, and strategies including listening and spoken language for deaf and hard of hearing students
- Strong experience developing and presenting professional development to small and large groups
- Strong experience using data analysis to drive decision making
- Strong experience with various educational learning environments
- Experience with effectively collaborating with central office staff, regions, school sites, parents, community members, state, and other agencies
- Experience supervising and evaluating subordinate staff
- Leadership skills in facilitating groups in instructional improvement, transformational leadership, collaboration, consensus building, and conflict resolution
- Strong organizational and written and interpersonal communication skills
- Strong computer skills including experience in the use of Welligent, Excel, PowerPoint, and Outlook
- Ability to work effectively with individuals and groups from diverse backgrounds and experiences
- Ability to create a culture of collaboration with all stakeholders (school site, employees, parents, District, and community partners) to address the instructional needs of all Deaf and Hard of Hearing students
- A valid California driver’s license and the use of an automobile to travel to sites throughout the District

Application Procedure:
To be considered for this position, qualified applicants must submit the following application materials as e-mail attachments:
1. Letter of interest that describes qualifications for this position and successful experience in the following areas:
   - Developing and implementing professional development that addressed the needs of deaf and hard of hearing students
   - Utilizing data to improve practice (describe which systems, tools, or processes were used to improve outcomes for students)
   - Managing diverse work groups.

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2. Current, detailed résumé (include employee number, if an LAUSD employee) indicating relevant professional and academic experience

3. List of three references that includes the current and next most recent supervisors with their contact information. References will be verified for all applicants who are finalists for the position.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

Application materials must be e-mailed to the Division of Special Education to Kyle Epps, Director, Related Services, at kyle.epps@lausd.net. Include the following in the e-mail subject line: “Coordinator, Deaf Education; Applicant Name.” Please do not send hard copies of the application materials.

DEADLINE: DECEMBER 13, 2023 – 12:00 p.m.

All application materials must be received by the filing deadline.

MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.