Duties

Incumbent works as an educational consultant, as part of a multi-disciplinary team charged with providing assessments and services to Deaf and Hard of Hearing children throughout the state of Indiana. The Educational Consultant reports to the Assessment Team Lead and Deaf Education Coordinator or a designee of the director.

Description

- Participates in and conducts, as part of a team of professional colleagues, multi-disciplinary assessments for Deaf or Hard-of-Hearing children in the state of Indiana.
- Serves as a licensed member of the multidisciplinary team who can assess a child’s academic achievement, speech, language, functional skills and/or cognitive abilities based on licensure area as well as serve as an instructional strategist on case conference committees
- Evaluates individual children’s receptive and expressive spoken language and/or achievement skills using formal and informal, and standardized and criterion-referenced assessment tools.
- Observes students in their natural educational environments for eligibility purposes and to assess functional language skills in the child’s preferred method of communication which may include auditory access
- Obtains and prepares social history and/or adaptive behavior information as part of the multi-disciplinary team
- Provides assessment findings and makes recommendations for individual children to parents, school districts, and others related to programming.
- Works collaboratively with the Assessment Team to provide unbiased comprehensive information as part of a child’s assessment.
- Maintains child database system.
- Attends Part C to Part B transition meetings to discuss the Center’s programs and services.
- Ensures that all school staff responsible for implementing each student’s IEP have access to it and know their responsibilities for ensuring the IEP is implemented as written.
- Communicates with families and shares information in a respectful and culturally-competent manner as related to a child’s present levels of functioning, prognosis for progress, and probable communication access in the child’s natural environments
- Provides consultation to case conference team and educational professionals to assist in determination of appropriate goals and objectives and educational or classroom placement for the Deaf or Hard-of-Hearing students.
- Serves as a consultant and resource for school personnel who are working with Deaf and Hard of Hearing students.
- Works with school districts upon request to support students through making recommendations related to effective assessment, placement, determination of services, and ancillary support.
- Assists school districts in program development and improvement activities upon request.
• Connects school corporations to resources, statewide and local initiatives, and planning related to transition.
• Participates in Individual Family Service Plan (IFSP) and school Individualized Education Plan (IEP)/Case Conference meetings, including representation of the Assessment Team at meetings to share results and recommendations.
• Provides support to the teacher of record of students referred for evaluation as appropriate.
• Participates in Center-based initiatives and committees.
• Attends professional development opportunities.
• Contributes ideas and efforts for Assessment Team program enhancement.
• Represents the Center in various functions as determined by the incumbent’s supervisor.
• Works with state programs to ensure that appropriate sharing of data occurs as a method for ensuring positive outcomes.
• Develops and shares resources for children who are Deaf and Hard of Hearing with parents, professionals, agencies, and statewide initiatives.
• Provides unbiased comprehensive information to schools, students, and families in a respectful and culturally-competent manner.
• Performs other duties as assigned.

Requirements
• Bachelors degree or higher in Deaf Education, speech language pathology, communication disorders, social work, school psychology, audiology, or a related field.
• Preferred experience of working in Indiana schools.
• Strong knowledge of assessment and instructional strategies for children who are Deaf and Hard of Hearing, including knowledge of communication opportunities, technology, and philosophies prevalent in the field of deafness.
• Strong commitment to maximizing individual child outcomes through working positively and pro-actively with school districts to recognize the potential positive impact effective education and access to the classroom through appropriate strategies has on students who are Deaf and Hard of Hearing.
• Strong ability to communicate effectively with parents/guardians, school personnel and other professionals.
• Working knowledge of the related fields of audiology, speech-language pathology, school psychology, occupational therapy, physical therapy, special education, language acquisition, linguistics, captioning, Part B to Part C transition, secondary transition, American Sign Language, Cued Speech, and Listening and Spoken Language.
• Ability to support families and students from a wide variety of backgrounds, cultural, and ethnic groups without bias.
• Desire to learn or an ability to use sign language to communicate with staff, family and students.
• Ability to support all communication choices, adherence to the Center’s Vision, Mission, Values, and Guiding Principles, and the ability to work well with a diverse staff.
• Ability to work with adult learners who may have varying learning styles and varying needs for technical assistance and educational consultation.
• Work independently and productively with minimal direction needed.
• Maintain standards of confidentiality per health privacy (HIPAA) and education (FERPA) laws.
• Knowledge of Indiana’s special education law (Article 7), Americans with Disabilities Act (ADA), The Individuals with Disabilities Education Act (IDEA), Section 504, and consistent meeting of related timelines and delivery of expected actions.
• Working knowledge of the health, education, and birth to three services (service delivery system) and related resources available locally, regionally, and statewide that assists families of children who are Deaf or Hard of Hearing as related to transition to public school Part B services.
• Ability to establish priorities, set deadlines and manage multiple tasks.
• Meet identified protocols in a timely manner.
• Knowledge of computer operations such as Word, Excel, PowerPoint, Publisher, Access, and Outlook.
• **Excellent report writing skills, including proofing and finalizing reports** using Adobe prior to sending them electronically via Secure E-mail.
• Strong interest in being part of a new team comprised of professionals, parents and deaf and hard of hearing individuals who will work together to create exemplary statewide services and model programming for others to follow.

**Difficulty of Work**
The work is broad in scope and involves complex program elements which require analytical, managerial, and administrative abilities. Work assignments focus on providing educational consultation and technical assistance to schools. Incumbent uses Federal and State regulations and guidelines, but judgment is required when evaluating and applying to individual situations.

**Responsibility**
Incumbent works with the Center for Deaf and Hard of Hearing Education’s Deaf Education and Assessment teams to fulfill duties and adheres to established Federal and State guidelines, ISDH, and Center policy. Purposes and desired results of the program area are discussed with supervisor, and the incumbent uses discretion in seeking technical instruction or in discussing problems with supervisor. Work is reviewed for general technical accuracy, conclusions, and compliance with ISDH policy and Indiana’s special education law (Article 7).

**Personal Work Relationships**
Incumbent has frequent contact with representatives from the Center, other agencies and stakeholders, school districts and specialists in Deaf Education and early intervention. Cooperative problem solving and persuasion is necessary in some situations. Working well in diverse environments and tolerance for a variety of opinions is also needed.

**Physical Effort**
There is minimal physical effort for this position.

**Working Conditions**
Incumbent conducts work at the Center for Deaf and Hard of Hearing Education as well as in schools located across Indiana. Some travel may be requested by the Center in order for work assignments to be completed.

**Contact**
Interested parties should send their resumes to Sarah Kiefer, Deaf Education Coordinator at skiefer@isdh.in.gov