



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/24/2024

Specialist, Special Education (Deaf and Hard of Hearing)

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Deaf/Hard of Hearing (DHH) Specialist works with the DHH special education supervisor to develop, coordinate, and implement programs and provide support to DHH teachers and the students on their caseloads.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Works with the DHH special education supervisor to ensure that appropriate services are provided to students; attends IEP meetings as needed; informs school staff, parents, etc. of key aspects of the DHH program; responds promptly to requests for information from parents, principals, etc.; assists in developing a DHH Program Handbook
- Assists in recruitment and retention efforts for teachers and interpreters of DHH students
- Develops, coordinates, and monitors programs for DHH students, PreK-12; assists in developing and presenting monthly staff development activities for staff and parents; collaborates with families, teachers, interpreters, audiologists, and others; provides direct support to classroom teachers needing assistance with instructional and/or behavioral strategies; serves as mentor for DHH teachers new to Loudoun County Public Schools; participates in evaluating DHH staff
- Coordinates interpreter training efforts and serves as liaison for Region IV training grant
- Monitors and evaluates DHH programs continuously and identify and plan for areas of improvement

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Experience

Five (5) years of experience in the field of Deaf/Hard of Hearing with progressively increasing responsibilities

Licenses and Certifications

Holds or be eligible for a valid license from the Virginia Department of Education in Hearing Impairment; postgraduate license

Knowledge, Skills and Abilities

- Demonstrated effective oral and written communication skills, including American Sign Language (ASL)
- Demonstrated excellent interpersonal skills and ability to work effectively with teachers, administrators, parents and students

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's

assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.