

## TUCKER-MAXON SCHOOL

Tucker-Maxon's core mission is *to enable deaf and hard of hearing children to listen and talk*. Helen Keller's words serve as the organization's motto: "Speech is the birthright of every child, it is the deaf child's one fair chance to keep in touch with his fellows."

The vision of the School is to be recognized as an exemplary program, regional in scope and national in reputation, that employs communication-intensive curricula to teach deaf, hard of hearing and hearing children to achieve their full potential.

### *History and organization*

Located in Portland Oregon, Tucker-Maxon is an independent, not-for-profit school. Founded in 1947, the school supports the educational philosophy of teaching deaf and hard-of-hearing children to listen and talk, utilizing those skills to learn and communicate. Tucker-Maxon is one of several auditory-oral programs across the country that prepares children who are deaf or hard of hearing with excellent reading and verbal skills for mainstream schooling by grade 3 (age 9/10 years old). Tucker-Maxon also co-enrolls children with typical hearing to provide peer-to-peer conversational communication with their deaf and hard-of-hearing peers. The school currently has nearly 100 children, has 26 full and part-time staff, and an operating budget of \$1.4 million.

### **Executive Director Job Description and Specifications**

The school is searching for a new Executive Director with the vision, skills and commitment to lead Tucker-Maxon, expand its early intervention programs and to develop new partnerships within the community. The Executive Director is charged with implementing the policies and programs approved by the Board of Directors. Areas of responsibility include: program planning and evaluation, policy development, administration, personnel, fiscal management and public relations. The Executive Director is appointed by the Board of Directors and is administratively responsible to the Board. The Executive Director's overall function is to ensure that the school is meeting its primary mission: *enabling deaf and hard of hearing children to listen and talk*.

### **Essential Functions**

#### **Management and Administration**

1. Develop and implement Tucker-Maxon's strategic plan with participation and approval of the Board of Directors in line with the School's mission and vision.
2. Oversee all programs, services, and activities to ensure that school and program objectives are met.
3. Ensure that Tucker-Maxon maintains and exceeds all applicable education standards.
4. Ensure compliance with all regulatory requirements and requirements of funding sources.
5. Oversee the daily and long-term maintenance of buildings and grounds.

## **Fiscal**

1. Maintain quarterly documentation of fiscal performance with regular annual external audits.
2. Prepare the Annual Budget, in collaboration with the Finance Committee for the forthcoming fiscal year for review in April, with presentation to the full Board in May.
3. Ensure monthly financial statements are submitted to the Finance Committee.
4. Perform annual reviews of service contracts and providers for cost effectiveness and efficiency
5. Provide leadership of all fundraising, to include annual fund drive, grant writing and special events. Prepare and submit with the Director of Development, grant proposals to local, regional, and national foundations and government agencies.

## **Staff**

1. Conduct an annual assessment, along with staff, to identify strengths and weaknesses of the program and to set program goals for the forthcoming year.
2. Hold regular staff meetings to consult on program planning, plan for implementing and attaining goals, plan for individual children, and discuss program and working conditions (with all or a subset of staff).
3. Maintain Board-approved written policies defining roles and responsibilities of staff members; plus personnel policies including hiring and termination procedures.
4. Oversee any and all disciplinary actions.
5. Provide for adequate supervision and evaluation of all staff in line with their roles and responsibilities.
6. Inspire, direct training and mentoring of staff and volunteers of Tucker-Maxon in order to advance its mission.

## **Parents**

1. Communicate to parents on a monthly basis regarding the activities of the School and Executive Director.
2. Attend the students' IEPs and IFSPs together with the parents/guardians and other key staff members and/or school district personnel.

## **Board Relations**

1. Assist the President of the Board in planning the agenda and materials for Board and Executive Committee meetings.
2. Initiate and assist in developing policy recommendations and in setting priorities.
3. Facilitate the orientation of new Board members.
4. Work with the Board to raise funds from the community.
5. Populate Board committees as appropriate.
6. Ensure that the annual Program Review is completed within the time frame determined by the Program Review Committee.

## **Public Relations**

1. Ensure appropriate representation of the school to public and private education agencies, particularly those that serve students in the school.
2. Serve as chief liaison and primary advocate with the community and with local, regional, and national constituencies concerned with education of children who are deaf or hard of hearing.
3. Maintain contact with local community groups associated with the School.
4. Obtain annual feedback of the school program from parents, school districts and other community partners.
5. Promote the philosophy of auditory-oral language and listening skills in the greater community (physicians, universities, service groups, general public, etc) and nationally through speaking engagements throughout the year.
6. Explore opportunities for collaborative relationships with other public/private agencies.

## **Job Specifications**

The candidate must have:

1. At least a Master's degree, with extensive experience educating children who are deaf or hard of hearing learning to listen and speak.
2. Demonstrated leadership qualities, ability to be persuasive, and possess strong interpersonal skills in dealing with students, staff, parents, board, and the community.
3. Sound administrative and organizational skills, and well-developed management skills.
4. Demonstrated credibility.
5. Ability to direct and support the school's mission, goals, and objectives.

6. Experience with planning and budgeting on both the short-and long-term basis.
7. Ability to communicate clearly and effectively in verbal, written and electronic formats.
8. Ability to administer a private not-for-profit educational organization, including understanding the legal responsibilities and constraints of such an organization.
9. Ability to obtain and manage external grants, direct fund-raising projects, and community outreach activities.
10. Demonstrated knowledge of federal, state, and local government regulations that pertain to the school.

Salary and benefits will be commensurate with prior experience.

### **ADA Specifications**

1. Ability to routinely work in general office and school environment exposed to normal school/office noises and distractions.
2. Ability to be flexible in working hours and able to work after-school hours depending on outside activities and other community commitments.
3. Ability to assume the immediate supervision of school administrative, professional, classified, and maintenance staff.
4. Ability to use school equipment, including: office machines, computers and other school equipment.