###### JOB ANNOUNCEMENT

**DEAN OF STUDENTS**

**CLOSING DATE: Until filled. REV: 06/18/2019**

**POST: 06/18/2019**

The American School for the Deaf (ASD) is the oldest school for the deaf, founded in 1817 by Thomas Hopkins Gallaudet and Laurent Clerc. The American School for the Deaf is committed to serving deaf and hard of hearing infants, youth and their families in development of intellect and the enhancement of quality of life utilizing specially designed instruction through an American Sign Language and English Bilingual Approach, empowering them to become educated and self-directed life-long learners. ASD is accredited through the New England Association of Schools and Colleges(NEASC), as well as the Conference of Educational Administrators of School Programs for the Deaf (CEASD).

ASD is located in West Hartford, a town recognized as one of the top ten towns for raising families. West Hartford residents value education, evidenced by the high quality of public and private schools. There is also much to do in West Hartford. There is a wide array of parks and recreation. There are pools and hiking trails. There are historic sites to visit as well. If shopping is on the list then Blue Back Square, located in the center of town, offers many retail stores and a variety of restaurants to satisfy everyone.

**SCOPE OF DUTIES**

Under the supervision of the Director of Student Affairs, or designee, the Dean of Students, is responsible for managing one component of the residential life program for a number of behaviorally disordered deaf adolescents. Responsible for supervision of some Residential Counselors and residential programming. This management position plans and directs an educationally enriching program.

#### **PRIMARY DUTIES**

* Design and overall implementation of a residential life curriculum that provides recreational experiences, life experiences, practical living skills, informal counseling, and appropriate behavioral models and intervention to behaviorally disordered, deaf young adolescents.
* Supervision of Residential Counselor staff, including participation in interviewing candidates for employment, conducting staff evaluations, making recommendations for personnel actions, and devising work schedules and assignments and planning and carrying into staff development.
* Responsible for the direct supervision of emotionally/behaviorally disordered deaf children and youth, including meals.
* Overall implementation of behavior management system, including use of time-out room and physical restraint as needed, and provision at record keeping and monitoring all systems, including dispensing medication as needed.
* Evaluation of student progress and preparation of progress reports as required by school policy and state regulation.
* Meet regularly with program supervisor and program staff to review student progress, schedule, and program goals and collaborate with others as needed.
* Work cooperatively with support staff and consultants in planning and implementing milieu approach in the residence.
* Work cooperatively with Director of Student Affairs, counseling staff and program supervisor in implementing affective education curriculum.
* Plan, attend and participate in school, department and parent meetings, develop and implement parent communication program, house visitation program and parent sign language program.
* Attend and participate in in-service training programs provided by program and school.
* Other related duties as assigned by supervisor.

**MINIMUM REQUIREMENTS**

* Applicants must possess a Bachelor’s degree in a related field, Master’s Degree preferred.
* Applicants should have prior experience in working with emotionally/behaviorally-disordered children and youth in a residential setting.
* Knowledge of or willingness to learn Behavior Management Techniques is required.
* Applicants must have a competency in sign language and leadership ability.

**SALARY AND BENEFITS**

* Compensation range is specified by education and experience.
* Group health insurance and other fringe benefits are available.

**HOW TO APPLY**

Send resume and letter of application to:

Human Resources

American School for the Deaf

 139 North Main Street

 West Hartford, CT 06107-1269

 FAX (860) 215-2891

*The American School for the Deaf does not discriminate on the basis of an individual's age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex (including pregnancy, transgender status, gender identity or expression, sexual orientation, or civil union status) work place hazards to reproductive systems, and criminal record (in state employment and licensing).* [*www.asd-1817.org/about/jobs-at-asd*](http://www.asd-1817.org/about/jobs-at-asd)

*All applicants will be screened and the most highly qualified applicants will be invited to interview.*