



Council on Education of the Deaf

*Alexander Graham Bell Association for the Deaf (A.G. Bell)
Association of College Educators – Deaf and Hard of Hearing (ACE-DHH)
American Society for Deaf Children (ASDC)
Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD)
National Association of the Deaf (NAD)
American Sign Language Teachers Association (ASLTA)
The OPTION Schools
National Consortium for ASL/English Bilingual Early Childhood Education*

*Council on Education of the Deaf
P.O. Box 976
North Kingstown
Rhode Island
Email: cedoffice@councilondeafed.org
Web site: www.councilondeafed.org*

JOB DESCRIPTION

Position: Executive Director

Reports to: CED Board of Directors

The Executive Director serves as both the chief executive and chief operating officer of the Council on Education of the Deaf (CED). The primary role of the Executive Director is to provide leadership to the organization and to administer and manage the Accreditation, Certification and all other programs established and operated by CED in accordance with policies and procedures established by the Board of Directors.

Qualifications:

1. Master's degree in Deaf Education (preferred) or related fields.
2. At least 3 years of experience as a teacher of deaf/hard-of-hearing students (preferred) or as a related service provider.
3. At least 3 years of experience as faculty in a teacher preparation program (preferred) or related university or service profession for deaf/hard-of-hearing individuals.
4. Management and oversight experience in developing and managing budgets, setting and evaluating program/project goal attainment, and abilities to build consensus and motivation among others to achieve goals.
5. Excellent interpersonal communication and leadership skills across a range of languages/modalities used by deaf/hard-of-hearing individuals with access to communication supports and technology and supports to facilitate this communication.

6. Resources and supports to allow travel to 2 or more annual CED meetings and for additional organizational contacts and meetings to improve national visibility and recognition.

Functions and Responsibilities:

1. Implements the strategic goals and objectives of the organization.
2. Provides leadership that enables the organization to fulfill its mission and meet its goals and objectives.
3. Communicates fully with the Board of Directors on all matters of concern to the organization.
4. Oversees the operation of the Teacher Preparation Accreditation and Individual Certification programs.
5. In collaboration with the CED Treasurer, develops annual Budget for Board approval, manages organization operations within that framework, serves as a liaison to CED's financial advisor(s), provides quarterly and annual fiscal reports to the Board of Directors and files all required local, state or Federal forms.
6. Maintains collaborative relationships with member organizations and other related organizations.
7. Promotes and advances CED programs and ensures that CED programs are presented in a positive and proactive manner, including management of the CED website.
8. Oversees and implements fund-raising, marketing and public relations activities to advance the mission of CED and to ensure the organization's professional presence and visibility on a national level.
9. Arranges for Board meetings, including virtual meetings and Annual Meeting of the Board of Directors.

Salary: \$8,000/year

Applications close on September 30, 2018

Interested applicants should submit a cover letter and copy of their recent c.v. Letters should address how the applicant meets the qualifications with evidence regarding their abilities to successfully fulfill the position's functions and responsibilities. These should be mailed or emailed to:

Dr. Pamela Luft, CED President
405 White Hall, 150 Terrace Drive
Kent State University
Kent, Ohio 44242-0001
pluft@kent.edu

Approved: CED Executive Committee, August 1, 2018