



## Program Coordinator

Ohio Valley Voices, a listening and spoken language program for children who are deaf and hard of hearing, is seeking a full-time coordinator in the school aged program, for the 2022-2023 school year. The position is a 12 month salaried position. The Program Coordinator leads a team of teachers, speech-language pathologists and assistants, providing individualized speech and language therapy and academic content in a therapeutic school setting. Candidates should be motivated, and team-oriented as well as dedicated to working in an environment where they can make a difference in the life of a child.

Ohio Valley Voices is a listening and spoken language program that serves deaf and hearing-impaired infants, children and families located in a suburb of Cincinnati, Ohio. A relocation stipend is offered! For more information on our mission and programs, please visit [www.ohiovalleyvoices.org](http://www.ohiovalleyvoices.org).

Come join our team as we help children, who are deaf or hard of hearing, communicate and learn through listening and spoken language!

### Responsibilities and Duties:

- Ensure spoken language outcomes for children within each center are met, through weekly observations, meetings, and progress reviews.
- Supervise and mentor center team, comprised of teachers, aides and speech-language pathologists.
- Coordinate program logistics, including staffing and scheduling.
- Communicate effectively with parents and families, including providing individual and large group parent education sessions, facilitating parent teacher conferences and attending IEP and other meetings as needed.
- Work collaboratively with the administrative team to develop, maintain and update program curriculum.
- The Program Coordinator reports directly to the Program Director.

### Requirements:

- Master's Degree in Deaf Education, Speech-Language Pathology, or Audiology.
- LSLS Cert AVEEd. or LSLS Cert AVT attained or in progress.
- Minimum of four (4) years experience working with hearing impaired children and their families in a listening and spoken language setting. Five (5) years preferred.
- Experience teaching or supervising in a Listening and Spoken Language Program.
- Exceptional planning and organizational skills.
- Excellent oral and written communication skills.
- Ability to effectively and energetically lead a collaborative team.

Qualified candidates should submit a resume via e-mail to Carey Ratliff, Program Director: [cratliff@ohiovalleyvoices.org](mailto:cratliff@ohiovalleyvoices.org).