

Job Title:	Instructional Specialist		
Department/Group:	Program	Job Category:	Administration
Location:	Loveland, Ohio	Travel Required:	No
HR Contact:	Molly Weber	Position Type:	Full-time
Reports to:	Program Director/Associate Director	Required Licensure	CCCs if SLP State teaching licensure
Qualifications	Master's Degree in Speech Pathology or Deaf Education Qualifications necessary to obtain Non-tax certificate LSLS Cert AVT or AVEd preferred		
Job Description			
<p>Ohio Valley Voices is a 501C3 organization that teaches children that are deaf and hard of hearing how to listen and talk.</p> <p>The instructional specialist role is to mentor assigned staff through observations and discussions to ensure maximum growth and development for the children. Specific job responsibilities include:</p> <ul style="list-style-type: none"> • Take an active role in the professional organization of Ohio Valley Voices • Be accountable for assigned responsibilities on the instructional operation of the listening and spoken language rooms • Responsible for reporting to the Program Director on the progress of the mentee • Responsible for reporting to the Program Director on the speech, language and listening skills for each child that is being taught by his/her mentee • Implement listening and spoken language curriculum objectives approved by the Program Director • Participate in and support staff with student and family programs • Instruct the children to show respect for one another, and to respect the supplies and facilities • Treat each child and staff with dignity and respect handling problems in a positive loving manner • Submit written requests for materials and supplies to the Program Director • Participate in required and recommended training for professional growth • Participate in school activities and events outside typical school hours • Follow all health and safety procedures • Attend progress conferences as assigned • Provide specialized teaching (i.e. diagnostic students) as assigned • Participate in written evaluations of staff in accordance with Ohio Valley Voices Evaluation Policy as assigned • Conduct weekly meetings with center staff as a whole and/or individualized weekly meetings with teaching staff as assigned • Have excellent relationship management skills • Completes duties as assigned by their supervisor • Works well in a team • Demonstrates flexibility in their work responsibilities • Be punctual and dependable • Gives evidence of good moral character and teaches by example 			