

THE AMERICAN SCHOOL FOR THE DEAF  
ANNOUNCES AN OPENING FOR

**EXECUTIVE DIRECTOR**

**December 2013**

**Closing Date: February 7, 2014.**

The American School for the Deaf (ASD) is located in West Hartford, Connecticut. Established in 1817 as the first permanent school for the deaf in America, the current school is a comprehensive center-based and community-based educational institution serving deaf and hard-of-hearing students from preschool through high school, and providing an adult service program, utilizing a total communication philosophy. The American School for the Deaf is approved by the Departments of Education in ten states including Connecticut, Massachusetts, and New York and serves students from ten states as well as international students.

The Executive Director is the head of the school and reports to the Board of Directors. The Executive Director is responsible for the management, operations, and maintenance of the school in accordance with the Board's established policies. The Executive Director has eight (8) direct reports, with a total staff of approximately 350 and an on-campus student population of 170. The Executive Director will be experienced in working with deaf, hard of hearing, and deaf with special needs students. For a detailed description of all programs, please visit the ASD website at [www.asd-1817.org](http://www.asd-1817.org).

**Skills, Knowledge, and Abilities**

The Executive Director will be familiar with the internal/external mechanisms used in complex organizations and will need to have demonstrated abilities in:

- Decision-making and execution.
- Organizational development and change management
- Finance and budgeting.
- Internal and external communication.
- Legislative relations and fundraising.
- Strategic and long-term planning.
- Creative problem-solving.
- Developing and building relationships.
- American Sign Language (ASL proficiency required.)
- Technological proficiency.

**Specific Responsibilities and Opportunities**

The Executive Director will assume the lead in capitalizing on opportunities. The Executive Director will:

- Serve a changing student population (82% of ASD students are deaf with special needs.)
- Assure the school has a long range strategy which aligns with its mission, ensuring that it makes consistent and timely progress.
- Maintain official records and documentation to comply with federal, state, and local regulations.

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- Provide leadership in developing program, organizational and financial plans with the Board of Directors.
- Collaborate with the Director of Institutional Advancement on all aspects of fundraising. Will assist with donor prospect, cultivation and stewardship.
- Demonstrate initiative for creating strategies to increase the endowment.
- Work collaboratively with the Director of Human Resources in planning for negotiations with collective bargaining units, and other staff issues, as needed. Make periodic reports to the Board of Directors or its committees.
- Develop and maintain a working relationship with school departments, professional organizations, the ASD administration, state and local governments, parents, alumni (ASDAA), and other school constituencies, and is conversant in current professional issues, trends, and practices.

### **Communications**

The Executive Director will have an open and flexible management style conducive to working with diverse groups.

- Will keep the Board fully informed on the state of the organization.
- Establish and maintain sound working relationships with state and federal legislative bodies, local education authorities, special education directors, state departments of education and community groups.
- Keep the public apprised of the activities of the school, its programs and goals.
- Maintain a climate which attracts, retains, and motivates a diverse staff of highly qualified individuals.
- Encourage staff development and education.
- Knowledge of state-of-the-art technology to oversee and maximize the potential of the new Gallaudet-Clerc Education Center.

### **Budget and Finance**

The Executive Director will have experience or expertise with the state budgeting process, ASD funding mechanisms and school finances and must operate all school programs in a fiscally responsible manner.

- Develop and maintain sound financial practices.
- Work with the CFO, the Investment - Finance Committee and the Board of Directors in preparing a budget and operating the school within budget guidelines.
- Ensure funds are available so that the school may carry out its work.

### **Minimum Requirements**

- Master's degree or higher in Education, Special Education or closely-related fields from accredited institutions required.
- Eight to ten years of progressive leadership experience at a complex and diverse educational institution.

### **Highly Desirable**

- Advanced degree in Educational Administration or Special Education Administration.
- Eligibility for Connecticut Administrative Certificate.

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**Employment and Compensation Package**

- A compensation package will offer a competitive salary and a package of benefits commensurate with the position.

**Application Instructions**

Those applying for the position must send all of the following items to be considered:

- Cover letter
- Curriculum Vitae (CV)/Resume
- Five professional references

Please send all materials to [edsearch@asd-1817.org](mailto:edsearch@asd-1817.org) or to:

Executive Director Search  
c/o Office of Institutional Advancement  
American School for the Deaf  
139 North Main Street  
West Hartford, CT 06107-1269

The American School for the Deaf does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

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