

Job Title: Director, Parent Infant Program (PIP)

Department: Education

Job Status: Regular

FLSA Status: Exempt

Reports To: Co-Executive Director

Prepared Date: January 2025

%FTE: Full Time

Pay Range: \$75,000 - \$90,000 per year

Job Summary

The Hearing, Speech & Deaf Center (HSDC) is hiring a Director for our Parent Infant Program (PIP). This director position is part of the early support services for infants and children (ESIT) that are Deaf and hard of hearing. The Director supervises all staff members in the 0-3 education department: Early Language Coach(es) (ELCs), administrative positions, and all contractors related to these services. We serve three counties: Snohomish, King and Pierce. The Director is a key member of HSDC's Equity Leadership Team (ELT) and works closely with the Co-Executive Directors and other Program Directors who provide mission-based services at HSDC.

This is a full-time position in a creative, empowering and nurturing environment of educators invested in supporting parent and child ASL/English language acquisition through parent and child bond, play and parent coaching.

HSDC AND PIP'S COMMITMENT TO REPRESENTATION:

We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background and models the achievements of adults in the Deaf community. We strive to reflect the diversity of the Puget Sound area, and for our families, staff and board to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

Essential Duties and Responsibilities:

Staff management and leadership– (40%)

- Hire, supervise, mentor, and support all PIP staff by providing observations and feedback, weekly meetings, and annual performance evaluations
- Seek out professional development opportunities
- Monitor Early Language Coaches' case notes to ensure use of best practices and provide support as needed
- Plan and facilitate department meetings and staff retreats
- Provide training on policies and procedures to new staff members
- Serve as a member of the Equity Leadership Team (ELT)
- Attend and present to select board meetings and staff meetings

Program management and contract compliance – (50%)

- Maintain a working knowledge of most current, research-based practices relating to early Deaf education and bilingual/bicultural language acquisition
- Implement and manage county contract requirements
- Before, during, and after county audits, the PIP director will work closely with County Lead Agencies, PIP staff, and HSDC executive team to oversee preparation, lead program/agency participation throughout the process, and manage recommended and required internal system updates in accordance with follow-up guidelines
- Support the department's ability to achieve goals identified in HSDC's strategic and annual plans
- Monitor and track program expenses against HSDC annual budget
- Update program policies and procedures to match best current practices
- Work closely with HSDC's finance department and PIP Coordinator on monthly billing spreadsheets and submitting reports to Pierce, King, and Snohomish Counties

Networking and partnerships– (10%)

- Identify programming needs within the PIP department and partner with grant writer and Development team on grant proposals and other fundraising efforts to meet those needs
- Collaborate with program coordinator on monthly emails to families enrolled in PIP
- Attend meetings sponsored by Pierce, King, and Snohomish Counties as an HSDC representative
- Partner with other ESIT agencies across the tri-county area and beyond

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required:

- Bachelor's degree in a relevant field (Master's degree preferred)
- Experience in Early Childhood Deaf Education required, 0-3 or early intervention preferred
- Experience in program management and development
- Knowledge of Deaf Culture and proficiency in sign language
- Strong leadership and team management skills
- Excellent communication and interpersonal skills
- Passion for empowering parents and facilitating language acquisition in young children
- Washington State teaching certificate or equivalent as a parent educator
- CPR/First Aid/Blood Borne Pathogens certifications
- Pass state and federal background checks
- Participate in a provided HIPAA training at hire, and completed annually, and follow all HIPAA requirements surrounding Protected Health Information (PHI) as designated by HSDC's HIPAA Privacy and Security Policy & Procedure Manual

Physical Demands and Work Environment

Physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to cope with the demands and needs of small children
- Ability and willingness to efficiently travel throughout King, Snohomish, and Pierce counties.

Information on employee benefits can be found on HSDC's [Jobs](#) page.

To apply, email a current resume highlighting relevant experience and skills and a brief vlog describing why you are applying, how your previous experience qualifies you for this role, and where you found out about this position to jobs@hcdc.org.