

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Administrative Reorganization and Two New Administrative Positions
Date: April 10, 2000

Recommended Actions:

1. Approve a new administrative organization for Iowa School for the Deaf (Attachment 1); and
2. Approve the position descriptions for an Assistant to the Superintendent (Attachment 2), and for a Director of Development (Attachment 3).

Executive Summary:

Superintendent Johnson proposes to restructure the administration of Iowa School for the Deaf to provide administrative supervision to ten program areas where he has exercised administrative supervision since the departure of Assistant Superintendent Balk in September 1997. This administrative supervision would be provided by an Assistant to the Superintendent who would be an institutional official with a pay range of \$40,000 to \$60,000. Superintendent Johnson also wishes to provide the School and the School's foundation with leadership in fund raising and grant seeking activities. The Director of Development would provide this leadership. This Director position has been point-counted in the Professional-Scientific System and placed in pay range 5 (\$35,130 to \$51,843).

Background:

Following the departure of Assistant Superintendent Balk in September 1997 the Iowa School for the Deaf undertook a nation-wide search for a new assistant superintendent. The search was unsuccessful as was a subsequent search approximately a year-and-a-

half later. The Board Office provided assistance to the School in a subsequent search that did provide a candidate who met the School's requirements. However, satisfactory contract terms could not be arranged between the candidate and the School.

In preparing for another search, Superintendent Johnson proposes to alter somewhat the educational requirements for the position and therefore proposes to change the title from "Assistant Superintendent" to "Assistant to the Superintendent". The education requirement no longer includes a Master's degree but does require significant work experience and progress towards a Master's degree. This differentiation in titles and educational requirements represents a common practice among K-12 school districts. In re-evaluating the new position, Superintendent Johnson believes that a salary range of \$40,000 to \$60,000 will enable him to have a successful search. The Assistant to the Superintendent will have administrative and supervisory responsibility for the following activities and programs:

- Instructional technology,
- Statewide consultant,
- Curriculum Resource Center,
- Athletic Director,
- Deaf Resource Center,
- Secondary/Career Education Program,
- Life Department,
- Off-campus Program Evaluation Center,
- Elementary Education Program, and
- Library System.

The existing position of Assistant Superintendent will not be filled as long as an Assistant to the Superintendent is employed to perform the above-referenced responsibilities. The position description for the Assistant to the Superintendent is Attachment 2.

As the need for programs and facilities for students tends to outpace the ability of the State to provide funds for the School, Superintendent Johnson believes that the School needs to secure additional resources. The possibilities for such funding sources were clearly demonstrated by the successful fundraising for a recreational building. In order to maintain the momentum of this effort, Superintendent Johnson proposes that the School add to its administrative staff a Director of Development who would work with both the School and the School's foundation to provide additional funds for both educational programs and facilities.

Initially the Director would work with the School's administration to locate and seek funding sources for the school. Sources are expected to include private foundations and federal and state grants. The Director will devote the majority of his/her time working directly with the School but will also assist the School's foundation in locating appropriate sources for funding, including alumni, other foundations, and state and federal government. In time, as the Director performs more work for the School's

foundation, foundation funds will be used to reimburse the School for the value of time spent with the Foundation.

The position description provided by Superintendent Johnson (Attachment 3) has been evaluated using the Professional-Scientific staff point-count instrument and placed in pay range 5 (\$35,130 - \$51,843).

The revised organizational structure incorporating these positions is Attachment 1.

The Board Office recommends approval of the positions, their salary ranges, and the new organizational structure.

Charles Wright

Approved: _____
Frank J. Stork



ORGANIZATIONAL CHART

April 2008

SUPERINTENDENT
William F. Johnson, Ph.D.

ADMINISTRATIVE ASSISTANT
Catherine Wood

DIRECTOR OF HUMAN RESOURCES
Deb Larkup

DIRECTOR OF DEVELOPMENT
NE Foundation Position

OUTREACH COORDINATOR
Cynthia Anagnost

ASSISTANT TO THE SUPERINTENDENT
Vacant

DIRECTOR OF BUSINESS OPERATIONS
James M. Hoover

DIRECTOR OF FACILITIES
Richard Connard

DIRECTOR OF STUDENT LIFE
John F. Coof

INSTRUCTIONAL TECHNOLOGY
Jerry Sklare

SECONDARY CAREER EDUCATION PROGRAM
Steven Sklar

PARCEL
Zoe Peterson

HOUSEKEEPING
Kath Miller

GIRLS RESIDENCE PROGRAM
Patty DeFrancesco

FOOD SERVICE
Rick Wyatt

STATEWIDE CONSULTANT
Marsha Sanderson

LIFE DEPARTMENT
Ann Unger

ACCOUNT SPECIALIST
Cheryl Evers Blackwelder

FOUNDATIONS
Doris Slaughter

BOYS RESIDENCE PROGRAM
Alye Smith

HEALTH CENTER
Lori Olson

CURRICULUM RESOURCE CENTER
Lambie Conway

OFF-CAMPUS PROGRAM EVALUATION CENTER
Mary Anderson

ACCOUNT SPECIALIST
Debra Ryan

FACILITIES
Steve Osawa

RECREATION ACTIVITIES
Gail Knechtel

STATE TRANSPORTATION
Cathy Fitzgony

ATHLETIC DIRECTOR
Don Goodville

ELEMENTARY EDUCATION PROGRAM
Glad Miller

STORAGEKEEPER
Craig Lubke

CITY TRANSPORTATION
Lynda Fox

SOCIAL WORK BOYS RESIDENCE
John Valley

SOCIAL WORK BOYS RESIDENCE
John Valley

DEAF RESOURCE CENTER
Shari

LIBRARY SYSTEM
Lud Steinhilber

SOCIAL WORK BOYS RESIDENCE
John Valley

SOCIAL WORK BOYS RESIDENCE
John Valley

SOCIAL WORK BOYS RESIDENCE
John Valley

SOCIAL WORK BOYS RESIDENCE
John Valley

IOWA SCHOOL FOR THE DEAF

ASSISTANT TO THE SUPERINTENDENT

PRIMARY FUNCTION:

Under general direction of superintendent, plans and administers the Pre K-12 academic program for the Iowa School for the Deaf. Directly supervises school principals, guidance counselors, psychologists, audiologists and indirectly supervises teachers, school aides and other educational staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Develops, implements and evaluates Pre K-12 academic programs to ensure excellence and the attainment of goals and objectives.
2. Provides innovative leadership in the direction and management of academic programs.
3. Ensures school program activities serve the educational, social and psychological needs of the students.
4. Integrates the school's educational program with the local school system, if appropriate.
5. Collaborates with program administrators to resolve issues in the academic program.
6. Develops and monitors the educational budget.
7. Determines academic staffing requirements and participates in the selection, discipline, evaluation and other conclusive personnel actions.
8. Assists the Superintendent in coordinating practicum and student teaching programs.
9. Develops, and implements in-service programs for faculty and participates in the coordination of an overall staff development program.
10. Provides general supervision for educational technology.
11. Coordinates program efforts with the Director of Student Life.
12. Coordinates public awareness and public relation activities and participates in community activities.

13. Functions as a member of the Iowa School for the Deaf's management team.
14. Serves on special interagency and/or inter-institutional task forces and committees where decisions and conclusions have considerable impact to the school.
15. Performs other duties as assigned by the Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

1. A Master's degree, with emphasis in school administration, deaf education or a related area; or equivalent experience(s) and work toward degree and certification.
2. Four years of experience and demonstrated ability in the administration of school programs for students with deafness.
3. An in-depth understanding of the fundamental principles in the education of the deaf.
4. A high degree of proficiency in manual communication used with deaf persons and the ability to reach the level of sign language proficiency designated for the position within the time frame established by the school's Sign Language Communication Policy.
5. Must possess or be eligible to obtain Iowa administrative endorsement(s).

SALARY AND FRINGE BENEFITS:

This is a twelve month position. Salary will be commensurate with education and experience. A full benefits package is available.

Candidates interested in the position should submit a letter of interest, current resume and three professional references to:

Iowa School for the Deaf
Director of Human Resources
1600 South Hwy 275
Council Bluffs, IA 51503
(712) 366-3241 v/tty
FAX (712) 366-3218

Applications for the position will be accepted until the position is filled.

JOB ANNOUNCEMENT
IOWA SCHOOL FOR THE DEAF
Director of Development

Revised: 4/6/2000

Primary Function:

- Develops and coordinates a comprehensive fund-raising program for the ISD Foundation. Conducts all activities related to fund-raising, including but not limited to activities such as donor and constituent relations, correspondence, special events, descriptions of account and special reports, attending meetings, scheduling appointments, and making travel arrangements.
- Works closely with the Director of Business Operations and the Superintendent to assure that the fund-raising program is operated in accordance with the procedures, goals and needs of the School and has full support, cooperation and involvement of the School's administrators and staff.

Key Internal Relationships:

Reports to: Superintendent

Works with: All other institutional officials

Key External Relationships:

Works with: ISD staff
ISD Alumni Association
ISD Foundation Board
Donors and prospects

Major Duties and Responsibilities:

1. Develops and coordinates a comprehensive fund-raising program for the ISD Foundation and the Iowa School for the Deaf. This includes mail solicitation, personal solicitation, off-campus outreach activities, planned giving, corporate giving, and grant applications to private foundations, the federal government and other external funding sources.
2. Initiates and directs programs to enlist new contributors for specific programs at the Iowa School for the Deaf or to the ISD Foundation.
3. Initiates and directs programs to retain current contributors and upgrade their level.
4. Identifies and cultivates major and planned gift prospects, as well as corporate and foundation gift prospects for the ISD Foundation and the Iowa School for the Deaf.
5. Assertively pursues governmental grants on behalf of the Iowa School for the Deaf.
6. Develops all fund-raising materials such as mailings, brochures, donor recognition materials, contribution cards, reports, etc.

7. Acknowledges, on behalf of the School and for the Foundation, all gifts and assures that other acknowledgements (from the Superintendent, department, etc.) are sent when appropriate. Provides timely pledge reminders.
8. Coordinates donor relation efforts.
9. Works with the Alumni Association to ensure that appropriate alumni relations activities are conducted on behalf of the School and the Foundation.
10. Conducts periodic special capital campaigns.
11. Maintains an awareness and understanding, through continuing education and interaction with colleagues at other institutions, of trends, developments, and new fund-raising techniques.
12. Responsible for the achievement of overall Iowa School for the Deaf and the ISD Foundation goals and objectives.
13. Helps build the Iowa School for the Deaf and ISD Foundation information base by timely preparation and submittal of reports for all external contacts.
14. Routinely informs the Superintendent of key activities, issues, and accomplishments through written and oral reports.
15. Performs other responsibilities reasonably related to this position.
16. Must maintain high level of confidentiality.

Qualifications:

1. **Education:** Bachelor's degree
2. **Experience:** Development work or similar/related experience
3. **Other Special Requirements:**
 - A. Must be bondable
 - B. Must have a valid driver's license
 - C. Superior written and verbal communication skills
 - D. Frequent participation in evening and weekend work-related activities.
4. **Physical Requirements:** Must use a computer terminal and view a computer screen. Must talk in person or by phone (frequently and sometimes for extended periods) to people on campus and across the country. Must constantly use visual acuity to check printed and designed materials of various types. Must be able to navigate within the ISD campus (constantly), and by car in the region (frequently). Occasional travel by car requiring overnight hotel accommodations. Must be able to utilize a TTY and learn conversational sign language skills within the time frame established by the school's Sign Proficiency Program.

Salary and Benefits: \$35,130 - \$51,843; full benefits package.

Work Schedule: Full-time, year-round position.

*The Iowa School for the Deaf is an Equal Employment Opportunity and Affirmative Action Employer.
A State Board of Regents School.*