



JOB DESCRIPTION

Job Title:	Director Training and Outreach	Reports to:	Executive Director
Department:	Training and Outreach	FLSA Status:	Salaried/Exempt
Travel Required:	Limited	FLSA Classification:	Professional Exemption
Corporate Location:	7950 John T. White Fort Worth, Texas 76120	Overtime:	As required
Supervisory Duties:	Yes		
Direct Reports:	Yes		

NOTE: This job description represents a summary of the typical functions of the job and is not considered to be an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined specifically in the job description; other duties, as assigned, will become part of the job.

It is the policy of the company to provide equal employment opportunity to all employees and applicants for employment and not to engage in discrimination against or harassment of any persons employed or seeking employment on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994) as well as state military and naval service. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

Key Center Mission

Key Center support students with learning differences through individualized instruction, training, and advocacy.

Position Summary

The **Director of Training and Outreach** supports the mission of the Center by overseeing program initiatives and goals related to the Key School Academic Language Therapy training program and community outreach promoting awareness of learning differences to all stakeholders.

Responsibilities

- ✓ Works alongside Key Center Executive leadership team to promote the mission, vision, and identity of the Center.
- ✓ Coordinates and supervises the Key School Academic Language Therapy (KSALT) training program.
- ✓ Promotes Key Center Community Outreach programs including therapy level training, community outreach seminars, conferences, and promotional events.
- ✓ Curates' curriculum development, instruction, and general management of the KSALT training and preparation program.
- ✓ Oversees admission and enrollment process of the KSALT training and preparation program.
- ✓ Oversees the implementation and presentation of elective and required KSALT coursework.
- ✓ Oversees all KSALT program documentation.
- ✓ Supervises, guides, and mentors Qualified Instructors-in-training of the KSALT training and preparation program.

- ✓ Oversees and pursues accreditation of the KSALT training and preparation program.
- ✓ Works with Key School leadership team to coordinate and supervise the Academic Language Therapy program for Key School.
- ✓ Works with Key School leadership team to review admissions and new student placement, develop student therapy schedules, collection and review diagnostic data.
- ✓ Supervises and conducts performance evaluations for academic language therapists for continuous professional improvement.
- ✓ Assists with continuous improvement of curriculum, processes, and procedures by staying current with research in the field of dyslexia and related disorders.
- ✓ Continues development of personal and professional skills and establishes and participates in industry and other professional networks to ensure awareness of regulatory and other trends that may affect the business or direction of the company's initiatives, policies and programs.
- ✓ Participates in professional staff development as it relates to The Center and meetings as appropriate.

Required Knowledge, Skills and Abilities

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At least 5 years' experience teaching dyslexia therapy in a private and/or public-school setting
- Qualified Instructor, preferably in the Neuhaus Basic Language Skills (BLS) curriculum
- Comprehensive knowledge and understanding of the identification of dyslexia
- Prolific public speaking capabilities
- Comprehensive technological aptitude
- Strong time management, organization, and communication skills; detail-oriented
- Solid judgment, foresight, problem-solving, analytical, and business acumen skills; strong attention to details
- Able to multitask effectively
- Self-motivated with the ability to work as a team member on a broad variety of projects
- Ability to work extended hours and various work schedules as needed including overtime and weekends
- Ability to speak, write, and follow instructions and read the English language
- Ability to demonstrate moral character, honesty, tact, fairness, patience, lack of prejudice and desire to help when dealing with people of varying social, cultural, and economic backgrounds; creates and promotes a harmonious work environment
- Ability to perform in a professional appearance and manner
- Able to establish and maintain healthy working relationships with people
- Advanced knowledge of Microsoft Office Suite including Outlook, Word and (advanced knowledge of) Excel

Education, Certificates, Licenses, Registrations:

- ✓ Master's Degree or above in an education related field
- ✓ Holds active/current Qualified Instructor (QI), or Instructor of Therapy Certification
- ✓ Proficient knowledge of Texas Dyslexia Laws; IDEA and 504
- ✓ Valid Texas Driver's License
- ✓ Clean driving, drug screen and background records always

Physical Requirements

PHYSICAL EFFORT	ESSENTIAL Y/N?	DESCRIPTION OF EFFORT (Daily, Weekly, Monthly)	% of Time Performing Task			
			Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Hand Movement						
Repetitive Motions	Y	Daily				X
Grasping	Y	Daily				X
Holding	Y	Daily				X
Finger Dexterity	Y	Daily				X
Reading	Y	Daily				X
Writing	Y	Daily				X
Eye-hand coordination	N	Monthly	X			
Vision						
Color Distinction	N	Monthly	X			
Measuring/Assembling at a distance close to eye	N	Monthly	X			
Visual inspection	Y	Daily				X
Preparing/Analyzing figures	Y	Daily			X	
Skilled Trades / Service Trades	N/A	N/A				
Hearing	Y	Daily				X
Talking	Y	Daily				X
Standing	N	Daily				X
Sitting	Y	Daily				X
Walking	N	Daily				X
Lifting						
0- 30 lbs.	Y	Weekly				X
30-60 lbs.	N	Monthly		X		
60-90 lbs.	N	N/A	X			
90 plus lbs.	N	N/A	X			
Pushing/Pulling	N	Daily				X
Climbing/Heights						
Stairs	N	Monthly	X			
Ladders	N/A	N/A				
Trees	N/A	N/A				
Step Stools	N	Monthly	X			
Scaffolds	N/A	N/A				
Bending	Y	Daily				X
Squatting	N	Monthly		X		
Crawling	N	Monthly		X		
Reaching	Y	Daily				X

PHYSICAL EFFORT	ESSENTIAL Y/N?	DESCRIPTION OF EFFORT (Daily, Weekly, Monthly)	% of Time Performing Task			
			Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Air Vent	N/A	N/A				
Roof	N/A	N/A				
Equipment/Machines	Y	Weekly		X		
Driving						
Car/Truck	N	Weekly			X	
Standard/Automatic	N	N/A				
Mower/Forklift	N/A	N/A				
Location	N	Daily				X
Night/Dark	Y	Daily				X
Extreme Noises	N	N/A				
Extreme temperatures						
Inside	N	Daily			X	
Outside	Y	Monthly		X		
Ventilation Conditions						
Dust	N	Daily				X
Fumes	N	Monthly	X			
Chemicals	N/A	N/A				
Gases	N/A	N/A				
Hazardous Conditions						
Chemical Spills	N/A	N/A				
Gas Leaks	N/A	N/A				
Infectious Bacteria	N/A	N/A				
Acidic Harsh or Oily	N/A	N/A				
Use of Respirator	N/A	N/A				
Electrical Hazards	N	Daily		X		
Overtime	Y	Weekly		X		
Others ...						

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	