VISION INTERVENTIONS AND PARENTAL SUPPORT (VIPS)

EDUCATION LEAD FOR INDIANA
JOB DESCRIPTION

Job Title: VIPS Education Lead for Indiana
Reports to: Executive Director & Director of Education
FLSA Status: Exempt
Pay: Based on experience and degree, ranging $70,000-85,000
Location: VIPS, 1212 Southeastern Ave, Indianapolis, IN 46202

VIPS Mission

Vision Interventions and Parental Support (VIPS) empowers families by providing educational excellence to young children with visual impairments in order to build a strong foundation for reaching their highest potential.

Summary:

The VIPS Indiana Education Lead must showcase a passion to lead and support a team of professionals working with young children with blindness/low vision and their families, living across the state of Indiana. This leader will serve as an integral part of an educational team by providing guidance, supervision and leadership as well as representing VIPS across communities. The VIPS Indiana Education Lead must demonstrate compassion towards VIPS families and team members while maintaining professionalism in all aspects of leadership.

Supervisory Responsibilities:

- Oversees the daily workflow of all aspects of educational programming in Indiana.
- Maintains regular and open communication with all VIPS providers (team members and contractors), providing brainstorming and troubleshooting opportunities.
- Maintains regular and open communication with VIPS administration, including Director of Finance and Data Coordinator, to remain up to date on the content and functions of the CCM database.
- Assist VIPS Intake Team with referrals and caseload assignments as needed.
- Lead monthly VIPS Education Team meetings in partnership with VIPS Education Lead for Kentucky.
- Remains up to date with all contractual agreements (Indiana First Steps, Indiana State Grant, etc.).
- Provide guidance to the Office Coordinator, confirming tasks are completed and responsibilities are met.
- Partner with the Indiana School for the Blind and Visually Impaired administration and Outreach Coordinator.

Duties/Responsibilities:

- Serve as the face of VIPS at community, statewide, and national events and conferences.
- Recruit service providers at university job fairs, conference attendance, and through ongoing connections and relationship building.
- Enroll providers in Indiana First Steps; confirm ongoing and annual credentialing requirements.
- Serve as the liaison between VIPS and Indiana First Steps; attend ICC and provider meetings for individual clusters.
- Complete annual observations and evaluations of the VIPS Indiana Education Team members.
- Support VIPS Development Coordinator in all efforts and grant application and reporting.

- Provide trainings as requested by community partners, Indiana First Steps leadership and providers, public school systems, etc.
- Partner with the medical community to support NAVEG screening efforts.
- Maintain regular communication with VIPS Educational Lead in Kentucky.
- Serve on the VIPS Board Education Committee.
- Maintain an early intervention caseload for the purpose of field knowledge.
- Perform other duties as assigned.

Required Skills/Abilities:

- Excellent supervisory and leadership skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a focus on meeting deadlines.
- Strong problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Google and Microsoft Office.

Education and Experience:

- Certification as a Teacher of Blind/Low VisionStudents and/or
- Certification as a Teacher of the Visually Impaired and/or
- Certification as an Interdisciplinary Early Childhood Educator and/or
- Certification in a related field

Physical Requirements:

- Some travel required for meeting and conference attendance and to supervise providers
- Minimal physical exertion for loading/unloading training materials

Eligible Benefits:

To be shared by the VIPS Human Resource Manager upon request.

Interested candidates should send their resume and cover letter to

Carol Dahmke
VIPS HR Manager
cdahmke@vips.org