



**Utah Schools for the Deaf and the Blind**  
**Job Announcement**  
**Assistant Director of Blind Outreach Programs**  
**Location: Salt Lake City**

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**Job Description**

The Utah Schools for the Deaf and the Blind (USDB) is seeking a visionary and dynamic individual to join USDB as the Assistant Director of the Blind Outreach Program. This critical and intensive full-time position is based in Salt Lake City. This position reports to the Blind Outreach Director.

**Principal Duties:**

**Assistant Director job duties include:**

- Provide professional and educational support to the Director of the Blind Outreach Program
- Attend transition Individualized Education Plan (IEP) meetings in the districts, traveling to various school locations as necessary throughout Utah. Some overnight travel required.
- Run/manage IEP meetings in an administrative capacity with full authority to provide approval and commit USDB resources to the IEP.
- Create and maintain program files.
- Assist in compliance indicators for Utah Program Improvement Supports and Activities (UPIPS).
- Assist in teacher evaluations and educational service aide evaluations.
- Assist in division innovations and practices.
- Attending individual meetings with Special Education Directors across Utah.
- Assist in blind specific personalized learning instruction, strategies, reporting and implementation.
- Assist with the development of a strong TSVI Mentoring Program.
- Attend and provide administrative support to camps and activities when needed (some out of state travel required).
- Assist in annual report compilation, including student data and reporting statistics.
- Collect and analyze assessment data throughout the school year and report to the Outreach Director.
- Oversee the contracts, services, and billing for districts contracted with USDB.
- Assist in overseeing professional development for teachers and staff.

- Other duties as assigned.

**The Ideal Candidate:**

**The Ideal Candidate will possess:**

- Obtain or be willing to obtain Utah Administrator License from the Utah Board of Education.
- Have an in-depth understanding of IDEA (Part B and Part C), LRBI, as well as a thorough understanding and implementation of State Code as it affects USDB, Board Rules and the USBE Interagency Agreement agencies.
- Be skilled in time management.
- Experience in teaching students who are blind or have low vision.
- Have knowledge and expertise in utilizing a variety of technologies and innovations to improve student outcomes.
- Reflect professional and ethical behavior in all activities.
- Have excellent written communication and interactive skills to effectively deal with a variety of personnel, including with district staff, parents, teachers, and students.
- Preference may be given to those with a degree and experience in teaching students who are blind and visually impaired.

**Compensation:**

\$29.63 - \$66.95 based on education and experience. This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay.

**Application Process:**

Those interested in this position may apply by submitting a letter specifically addressing the qualifications listed in this announcement, current resume, transcripts, copy of license, and 3 or more professional references. Please send all application materials to:

**Melanie Butters, Human Resource Analyst**

**Utah Schools for the Deaf and the Blind**

**742 Harrison Blvd., Ogden, UT 84404**

**801-629-4726**

**email: [melanieb@usdb.org](mailto:melanieb@usdb.org)**

**website: [www.usdb.org](http://www.usdb.org)**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The State provides reasonable accommodation to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at 801-538-3025.

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