

# HARRIS RAND LUSK

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## **Lexington School for the Deaf Superintendent Job Description**

### **Background:**

Lexington School for the Deaf, established in 1864, is the largest school for Deaf students in New York State, serving approximately 220 students in the five-day educational program. Located in East Elmhurst, Queens, the school offers comprehensive educational programs designed to meet the unique learning and communication needs of Deaf and Hard of Hearing students. Serving children from infancy through high school, Lexington provides a curriculum that emphasizes both American Sign Language (ASL) and English.

The school's programs include the "Ready to Learn" initiative for parents of Deaf infants and toddlers, foreign language transition classes, support for students with disabilities, a six-week extended school year program, and a four-night dormitory for students requiring additional academic support.

Lexington is a charter member of the 4201 Schools Association of New York and receives financial support from the New York State Department of Education. Lexington is accredited by the New York State Association of Independent Schools (NYS AIS) and the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD).

Lexington also houses three separate, non-profit agencies, the Lexington Center for Mental Health Services, Inc., the Lexington Vocational Services Center, Inc., and the Lexington Hearing and Speech Center, Inc., led by Directors of the affiliated agencies, who will work closely with the Superintendent.

### **The Position:**

Lexington School for the Deaf seeks a transformative and visionary Superintendent who is deeply committed to advancing the educational and individual development of Deaf and Hard of Hearing students in New York City. This leader will be crucial in driving Lexington's mission forward, ensuring it remains a premier institution for Deaf education while addressing the unique challenges and opportunities within its diverse community. With a deep understanding of Deaf culture and fluency in American Sign Language (ASL), the ideal candidate will inspire and lead a dynamic, multicultural school environment.

As the face of our organization, the Superintendent works closely with the Board of Trustees, various government agencies, and the public to ensure tight alignment of Lexington's operations with Lexington's mission and vision. This position reports directly to the Board of

Trustees on such matters as prescribed by the By-Laws of Lexington School and Center for the Deaf and on matters of special instructions as may be given by the Board of Trustees through its Co-Presidents. The Superintendent is charged with providing strong leadership and managing/supervising multiple functions including but not limited to finance, information technology operations, education instruction, policy development, and outreach, with responsibility for providing monthly reports to the Board of Trustees.

Positions reporting to the Superintendent include, but are not limited to, the School Principals, the Chief Financial Officer (CFO), the Director of Pupil Personnel Services, the Director of Human Resources and Operations (HR), and the Directors of the Agencies.

### **Specific Responsibilities:**

#### Organization-Wide

- Serve as the organization's visionary and strategic leader in anticipating and analyzing trends in the field of deaf education and child/adult and family services.
- Serve as chief liaison with other 4201 schools, the 4201 Schools Association, the State Education Department (SED), the Board of Trustees, and the public.
- Serve as a liaison with educational and labor counsels.
- Develop and implement strategic plans to expand the base and scope of Lexington School and agency programs as expressed in the Mission Statement, thereby enhancing Lexington's reputation as a leader in providing educational and other services to deaf and hard of hearing individuals at the local, state and national levels.
- Strengthen the educational program while developing and executing long-range plans to achieve the mission and vision of Lexington School for the Deaf and its affiliates.
- Develop personnel practices and procedures, including those not covered under the Collective Bargaining Agreement (CBA), and recommend policies for Board consideration.
- With the Chief Financial Officer (CFO) and approval of the Board's Finance Committee, prepare and administer an annual budget for all Lexington entities that ensures their financial stability.
- Foster relationships between the School, the Center, government agencies and the public.
- Represent the Lexington Organization externally, with responsibility for developing key relationships that engage leadership, building philanthropic support and producing revenue and program opportunities. Develop and direct fundraising strategies and activities to maintain and to expand revenue from government (federal, state, and local) and private sectors.

#### School

- Provide creative thinking, educational expertise, and leadership to enhance, improve, and expand Lexington School's academic programs and curriculum.
- Develop and implement annual and long-term programmatic and operational goals and objectives for Lexington School for the Deaf and its affiliates. Measure and evaluate the successful achievement of these goals and objectives.

- Foster and maintain a productive and collaborative relationship with the Lexington School Teacher Association, including functioning as the lead negotiator for the CBA with the assistance of counsel.
- Develop and oversee the school's public relations program and activities and welcome and orient VIPs to the school.
- Maintain the school's accreditation with the New York State Education Department, the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD), and the New York State Association of Independent Schools (NYSAIS).

#### Affiliates

- Develop and implement annual and long term programmatic and operational goals and objectives for the affiliates of Lexington School for the Deaf. Measure and evaluate the successful achievement of these goals and objectives.

#### Board of Trustees

- Coordinate and administer board activities as requested by the Board of Trustees through its Co-Presidents.
- When and as necessary, work collaboratively with the board and staff to reorganize the organization's structure and the office of the Superintendent to position the organization to grow and thrive.
- Ensure compliance with board policies and directives and all applicable laws and regulations.
- Formulate and recommend prospective policy for board consideration.
- Participate in regular meetings with the Co-Presidents of the Board of Trustees.
- Other duties and responsibilities assigned by the Board of Trustees.

#### Personal Development

- Continue personal professional growth through participation in educational programs or activities related to management skills, business acumen, communication skills, governmental programs and other programs related to education and trends in deaf education, special education, and related fields.

#### **Qualifications:**

##### Required Qualifications

- Minimum of master's degree (MA) in Deaf Education (PhD preferred) or other relevant advanced degree.
- Eligibility for New York State School Building Leader Certification.
- Demonstrated experience as a Superintendent, Principal, or Executive Director, preferably in a school for deaf or special needs students.
- Fluency in American Sign Language.
- Knowledge of Deaf Culture needs and issues.

### Preferred Qualifications

- Knowledge of social service programs for the deaf and hard of hearing.
- Strong leadership skills, with the ability to manage and supervise multiple functions.
- Knowledge of curriculum and principles of learning.
- Membership in professional organizations that enhance personal prestige and the prestige of the School and Center.

### **Salary & Benefits**

Salary: \$220,000

Comprehensive benefits package with vesting in New York State Pension System after five years of employment. Optional 2000 sq. ft., 3-bedroom, 2-bath apartment on fourth floor of school building.

*The Lexington School and Center for the Deaf does not discriminate on the basis of an individual's age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex (including pregnancy, transgender status, gender identity or expression, sexual orientation, or civil union status) workplace hazards to reproductive systems, and criminal record (in state employment and licensing).*

### **To Apply:**

Lexington School for the Deaf has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Jane Herzog, Ed.D  
Director, Educational Leadership  
Harris Rand Lusk  
260 Madison Avenue, 15<sup>th</sup> Floor  
New York, NY 10016

Email cover letter and resume to: [jherzog@harrisrand.com](mailto:jherzog@harrisrand.com)

*Please include "Lexington School, Superintendent" in the subject line of the email.*