

Director of Education
NFB Jernigan Institute
ANNOUNCEMENT OF JOB OPENING
Revised: August 2007

Name: VACANT

Title or Primary Job Duty: Director of Education

Department: Education-Jernigan Institute

Supervisor: Mr. Mark A. Riccobono

Please list the individuals that you supervise and their positions:

General Responsibilities (applicable to all employees): Assists the President of the National Federation of the Blind in conducting the work of the organization by performing any tasks assigned by him or anyone he has designated to supervise employee's work whether or not those tasks are related to the tasks described in the specific job responsibilities or job title. A number of employees and volunteers working with the organization are blind, and the organization works with blind people from throughout the community and the nation. This means that the employee if able to do so may be called on to do such things as reading, driving, assisting with shopping or errands, and helping blind persons with various activities in the community. The National Federation of the Blind holds an annual convention for approximately one week each year in different parts of the country. The employee may on request be assigned to attend and assist in preparing for and conducting the national convention. The employee is encouraged to participate in the activities of the Baltimore Chapter and the National Federation of the Blind of Maryland; to keep informed about the National Federation of the Blind by reading the *Braille Monitor* and by other available methods. The employee makes observations and reports information learned to Dr. Maurer or a supervisor as appropriate and performs such other tasks throughout the organization as are needed or required.

Specific Job Responsibilities:

The Director of Education reports to the Executive Director of the NFB Jernigan Institute and is responsible for overseeing the day-to-day implementation of the Institute's education initiative. This includes overseeing staff and resources, guiding program development, seeking and building new partnerships, and carrying out innovative work to advance the goals of the NFB. The Director of Education will advise the Institute's Executive Director on education related issues

and will be responsible for ensuring that educational projects meet established objectives.

Job Duties/Activities:

- Lead the educational programs of the NFB Jernigan Institute
- Coordinate program development and evaluation
- Ensure programming reflects the philosophy and priorities of the NFB
- Make and implement recommendations for program improvements
- Direct advisory work groups, gather input from NFB Members, track appropriate activities within the field of blindness, and synthesize information in order to continually improve, and develop new, NFB programs
- Build relationships with NFB members and others to enhance the reach of the NFB
- Actively participate in planning and development of new NFB projects including assisting with the evaluation and cultivation of new potential funding sources
- Maintain an awareness of programs and activities within the NFB and provide consultation to other NFB staff and members as needed
- Produce and assist with writings that reflect the philosophy, positions, and direction of the NFB Jernigan Institute, including:
 - White papers addressing current and emerging issues
 - Articles for NFB publications (Braille Monitor, Future Reflections, etc.) which assist in keeping members informed and stimulating discussion about important issues facing the blind
 - Web content and other communications
- Manage project budgets, allocate funds appropriately for project needs, and prepare reports as required by funding sources
- Supervise Education Program staff and assist in directing their professional development
- Advise the Executive Director of the NFB Jernigan Institute and implement project priorities.
- Represent the Jernigan Institute and the NFB at meetings and other functions as appropriate
- Other duties as assigned

Education and Skills Required

Masters degree and/or experience in an educational setting teaching or administering programs.

- Knowledge of the issues impacting blind students
- Knowledge of model programs for blind students
- Knowledge of tools and techniques used by successful blind people
- Good written and oral communications

Applicants should send, preferably via e-mail, a résumé and cover letter indicating salary requirements to: Anthony Cobb, Director of Human Resources, National Federation of the Blind, 1800 Johnson Street, Baltimore, MD 21230; telephone 410-659-9314, ext. 2281; fax 410-685-5653; e-mail Acobb@nfb.org <<mailto:Acobb@nfb.org>>. The National Federation of the Blind is an equal opportunity employer. Accordingly all terms and conditions of employment will be carried out without regard to race, creed, color, religion, gender, sexual preference, nationality, marital status, age, or disability.