

## **JOB DESCRIPTION**

**POSITION TITLE:** DIRECTOR OF PROGRAMS

**A. JOB REQUIREMENTS:**

1. A minimum of a Master's degree.
2. At least five years' experience in the field of Developmental Disabilities, of which at least two years must have included supervisory responsibilities preferred.
3. Knowledge of and experience in Habilitative services, practices, policies, procedures, methods and materials.
4. State of Florida, Level III Applied Behavior Analysis Certification, preferred.
5. Computer literacy preferred.

**B. ORGANIZATIONAL RELATIONSHIP:**

1. Supervisor: Executive Director
2. Supervisees: Teachers, Follow-Along Coaches Job Coach

**C. SCOPE OF DUTIES:**

To supervise and administer transportation, developmental training and supported employment services.

**D. JOB DUTIES:**

1. Insures compliance with all agency policies, procedures and directives.
2. Supervises and evaluates all staff or supervision under this position.
3. Maintains adequate and appropriate staff coverage.
4. Keeps Executive Director informed at all times of status of programs and unusual occurrences.
5. Coordinates activities with other departments.
6. Submits recommendations to the Associate Executive Director on the hiring, promotion, demotion, suspension and termination of all personnel falling under the direct or indirect supervision of this position.
7. Helps coordinates and supervises volunteers assigned.
8. Helps maintains Medicaid Waiver standards compliance.

9. Helps supervises implementation of Individual Program Plans.
10. Shares responsibility for opening and closing the facility as scheduled.
11. Prepares purchase request orders as required and forwards them to the Executive Director for approval.
12. Helps identify staff training needs.
13. Supports staff, creating a "team" atmosphere.
14. Completes staff performance appraisals in a timely fashion.
15. Attends meetings as scheduled and assigned.
16. Coordinates training and orientation of new employees under his/her supervision.
17. Actively assists the Director of Social Services in providing information and support to parents/guardians/family members or other approved interested persons in regard to the individual client.
18. Assures that all documentation required is completed by staff on a daily and regular basis.
19. Maintains effective and open lines of communication between all client instructors and other departments.
20. Assures that all staff follow daily activity and work schedules as defined by policy and job description.
21. Develops and coordinates teach schedules, client programming an assignment schedule.
22. Records and appropriately maintains all requisite client program information.
23. Maintains client confidentiality.
24. Maintains ethical and professional standards of conduct.
25. Helps develop, maintain and reviews daily attendance records for all agency clients.
26. Helps develop programs to better enrich the lives of the clients.
27. Fosters and coordinates supported and competitive employment placements of agency clients and insures the delivery of appropriate and consistent job coaching and follow-along services.

## DIRECTOR OF PROGRAMS

3

28. Helps manage and coordinate agency transportation services.
29. Assists in scheduling and conducting Agency tours.
30. Performs fundraising for the Agency.
31. Performs grant writing for the Agency.
32. Explores new business opportunities and revenue streams.
33. Performs other relevant duties as required and assigned.