

## **DIRECTOR OF PROGRAMS**

**TITLE:** Director of Programs (part-time, .5 FTE)

**DEPARTMENT:** Administration

**REPORTS TO:** President/CEO

### **JOB SUMMARY:**

The Director of Programs is a member of the Senior Leadership Team who serves as the leader of the Educator Team who create, implement, maintain, and enhance excellence and the achievement of educational goals for residents. He/she is responsible for the identification and selection of qualified educators to fulfill education responsibilities. The Director of Programs serves as a team leader and evaluator of the academic staff. He/she participates in the identification of individual educational needs, aspirations and goals of the residents, with responsibility for creating a supportive and effective learning environment and for providing the appropriate accommodations and modifications.

### **PRIMARY RESPONSIBILITIES:**

- Collaborates across disciplines to support the individual personal growth of each resident and to create a healthy, inspiring and supportive learning environment.
- Develops and adapts teaching methods to the resident population.
- Oversees small group instruction, the delivery of lesson plans, assessing resident work and collaborating with educators to ensure they are meeting resident needs.
- Leads the planning of course offerings that align with resident and family needs.
- Conducts internal reviews to ensure content is current and relevant and meets the needs of the residents.
- Oversees the integration of learning technologies into teaching.
- Regularly meets with stakeholders to gather information on needs and expectations.
- Responsible for the day-to-day supervision and management of educators:
  - Participates in applicant interviews and the selection of candidates.
  - Ensures that staff participate in orientation and training programs including but not limited to all required compliance courses and relevant policies and procedures.
  - Reviews employee performance and conducts personnel actions such as disciplinary actions and terminations.
  - Regularly conducts/holds meetings with the educators ensuring timely and accurate communication on topics impacting the group.

- Identifies the development needs of the educators and provides coaching, mentoring to improve their knowledge or skills as required.
- Takes responsibility for building an effective team through proactive communication, setting and managing expectations and delivering solid results.
- Builds strong working relationships organization wide.
- Ensures effective, timely and accurate communications flow, collaborating with all of the various areas within Rainbow Acres.
- Effectively collaborates/works with the leadership of all of the various areas to ensure that each resident has a comprehensive, purposeful, and individualized care plan. Participates in meetings to monitor progress in the achievement of resident goals.
- Participates in the planning process for the organization.
- Works with the management team to assure compliance with state/federal regulations and all organization policy and procedures.

**MINIMUM QUALIFICATIONS:**

- An interest or previous experience in serving in a faith-based organization.
- 2-3 years of experience in a similar role with experience working with children or adults with developmental disabilities in an academic or residential setting.
- A Bachelor's degree in Education or similar field of study.
- Certification or a degree in Special Education required.
- Exceptional communication, relationship building, and collaboration skills with the ability to build effective working relationships across the organization.
- Strong attention to detail and an inquisitive mind to understand each resident's needs
- Demonstrated change management skills and analytical skills.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, and have dexterity of hands and arms, with occasional light lifting. The employee may sit for long periods of time.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Lighting and temperature are adequate and controlled. Work is generally performed within an office environment with standard office equipment available.