

**Job Description**

**Job Title:** Clinical Director  
**Reports To:** Executive Director  
**FLSA Status:** Exempt

**Job Summary**

The Clinical Director is responsible for providing clinical leadership and management of education and development programs for children with autism and other developmental disabilities

**Essential Job Duties**

- Manages the day to day operational aspects of The Learning Lane program to include scheduling, staffing, training, direct services and other administrative duties.
- Communicates and coordinates with Program Director to ensure company mission, philosophy and procedures are embraced.
- Provides leadership in the areas of clinical and educational services, program evaluation, program development and training.
- Designs, implements, and manages evidence-based ABA services (therapy, assessment, parent training, staff training, etc.)
- Oversees the activities of the Program Directors to ensure that educational programs are implemented and evaluated effectively.
- Establishes and coordinates systems for the review of individual student progress and data-based modification of student learning programs.
- Oversees the implementation and evaluation of educational programs.
- Builds relationships with parents, the community and local leaders.
- Maintains a high quality of service and high standards for program design, staff development, and therapeutic services provided to clients.
- Provides direct clinical services, supervision and consultative services,
- Ensures that all aspects of program follow and meet all state and insurance compliance guidelines, and best practice from the BCBA board.
- Supervises administrative responsibilities of The Learning Lane, as required.
- Supervises and manages the clinical responsibilities of The Learning Lane.
- Manages staff training programs by identifying staff training topics, coordinating training schedules, and evaluating overall effectiveness of staff training initiatives.
- Oversees the recruitment, hiring, training, and supervision of staff, as required.
- Builds relationships with parents, community and local leaders, including presentation and workshops.
- Works as a team member and reports all matters of concerns to the Executive Director.
- Performs responsibilities of HIPAA Privacy Officer for The Learning Lane.
- Monitors children for signs of child abuse, and reports incidents of suspected abuse to appropriate staff and personnel immediately.
- Attends meetings, events and seminars as required by The Learning Lane.
- Maintains advanced working knowledge of early childhood education and development practices and standards, and principles of applied behavioral analysis.
- Consistently demonstrates a high level of integrity, responsibility, accountability, teamwork and ethics.
- Adheres to all policies, procedures and standard practices of The Learning Lane.
- Performs other duties and responsibilities as assigned.

**Working Environment**

This position requires regular sitting, stooping, reaching, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard, and viewing a computer screen monitor, and occasional lifting of objects of up to 40 pounds. The working environment consists of an indoor and climate-controlled setting the majority of the time, and activities occurring in an outdoor non-climate controlled setting are occasional. The working environment entails working directly with pre-school aged children with various types of developmental disabilities the majority of the time, and with high volume auditory sounds and activities occurring frequently.

**Education & Experience Requirements**

Master's Degree in Education, Psychology, or related field  
 Certification BCBA or BCBS-D required  
 At least four years of experience working with children with autism  
 At least four years experience working in a leadership or staff supervisory capacity.

**Knowledge, Skills & Abilities**

**Ethics** - Displays the highest levels of integrity, honesty, respect, and sound judgment at all times.

**Accountability** - Takes ownership of own actions, decisions and contributions as a team member and as a leader within the organization.

**Leadership** - Consistently applies and enforces policies and procedures, fosters an environment that promotes teamwork and mutual respect, acts as a role model for all staff by demonstrating the standards and expectations required by The Learning Lane, and provides staff with specific and constructive feedback regarding individual and team based performance relative to the goals, policies and procedures of the organization.

**Customer Service Orientation** - Provides helpful, courteous, accessible, responsive and knowledgeable support to staff, clients, and others at all times.

**Decision Making** - Evaluates information, data and resources, identifies and implements potential solutions to problems that support a safe, healthy and productive learning and working environment.

**Communication** - Conveys verbal and written information using effective techniques and approaches that provide clarity, promote teamwork, and efficiency.

**Interpersonal Relationships** - Applies active listening to foster strong working relationships with staff, children, parents, guardians and families.

**Conflict Management** - Resolves disagreements and discrepancies by identifying the specific issue, and providing the appropriate resolution to support a safe, healthy and productive working and learning environment.

**Teamwork** - Cooperates and works constructively with others to accomplish common goals and objectives, and treats others with respect and dignity by valuing the contributions of everyone.

**Initiative** - Proactively identifies ways to contribute towards the goals and objectives of The Learning Lane, and takes proper action to address issues and opportunities.

**Time Management** - Budgets, schedules and manages own time in order to fulfill priorities effectively and efficiently, while also ensuring proper allocation of work load and duties for staff.

**Technical Knowledge** - Applies advanced working knowledge and understanding of behavioral observation, interpretation and analysis, teaching standards, guidelines and regulatory requirements of child care, including child learning, growth, development and behavioral characteristics of preschool aged children with autism and other related disabilities.

**Employee Acknowledgement**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations and standards of The Learning Lane.

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Employee Name (Print)

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Employee Signature

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Date Signed

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Executive Director Name (Print)

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Executive Director Signature

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Date Signed