

Job Description

Job Title: Program Director
Reports To: Clinical Director
FLSA Status: Exempt

Job Summary

The Program Director is responsible for implementing and evaluating behavioral programs for children with autism and other developmental disabilities by applying a family-centered approach and principles of applied behavioral analysis.

Essential Job Duties

- Plans and develops treatment programs aimed at teaching and developing the social, interpersonal, and relationship skills of pre-school age children with autism and other developmental disabilities.
- Leads the implementation of learning programs, and evaluates program effectiveness and success relative to each child's needs and to the goals of The Learning Lane.
- Supervises teaching staff by communicating program goals and monitoring the performance of teaching staff relative to program goals.
- Ensures teaching staff have the tools, resources and information necessary for performing their respective job.
- Provides timely and constructive feedback to teaching staff regarding individual performance results, discusses challenges and successes, as well as performance goals and action plans.
- Implements and directs training activities to develop the teaching and instructional skills of teaching staff.
- Addresses issues regarding staff performance, policy or procedure violations, excessive absenteeism, tardiness, and misconduct by applying corrective action measures appropriately and timely.
- Shares ideas, plans and procedures to assist with initiating, expanding, improving and evaluating behavioral services for the benefit of children with autism and other developmental disabilities and their families.
- Conducts client evaluations and assessments, and prepares reports summarizing results and recommendations.
- Promotes family involvement and advocacy, as well as supports family decision making through involvement and delivery of individual and group family training initiatives.
- Develops short-term and long-term treatment goals, plans and objectives based upon the initial evaluation and program requirements, and updates child treatment plan regularly.
- Oversees the implementation and maintenance of systems and applications used to track, retain and report data and information used for monitoring and measuring program effectiveness and progress.
- Collects and graphs data regularly, and maintains updated and accurate program data, information and results.
- Keeps the Clinical Director and other staff, as appropriate, properly and timely informed and updated on matters of significance and importance.
- Properly escalates issues to the Clinical Director in accordance with standard policy, procedure and protocol.
- Maintains awareness of trends, patterns and evidence-based practices.
- Coaches and interacts with family members to identify opportunities and apply strategies and techniques for incorporating new skills into normal routines and activities in the home and other environments.
- Assists in coordinating services and makes appropriate referrals to other service providers, as necessary.
- 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 Applied Behavior Analysis practices and standards
- 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

Bachelor's degree in psychology, behavioral science or related field

Board Certified Assistant Behavior Analyst

Three years experience directly supervising and working with children with autism or other developmental disabilities

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.

Knowledge, Skills & Abilities, Cont'd

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.

Employee Name (Print)

Employee Signature

Date Signed

Clinical Director Name (Print)

Clinical Director Signature

Date Signed