



**-VACANCY NOTICE-
POSTING PERIOD: 10/10/2018 – 10/24/2018**

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: Director of School Program

PROGRAM: School

POSITION START: Early 2019

FLSA STATUS/CALENDAR: Full-time/ Exempt

DESCRIPTION: As a member of the Senior Leadership team, the Director of School Program is responsible for developing and administering all activities of the School Program.

Administrative Responsibilities

- With the CFO, develop and manage a budget for the successful administration of the School Program
- Implement the School Program Policy and Procedures ensuring the P&P Manual is up to date in accordance with New York State Education Department regulations
- Responsible for the overall direction, leadership and coordination of activities of the School Program including responsibility for admission, discharge and discipline of students and the provision of educational services for such students.
- Responsible for the overall leadership, supervision and direction of School and School Clinic Program staff including employee relations, performance management, training and in-services, and attendance.
- Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students and families of Holy Childhood
- Work cooperatively with the other program personnel in coordinating transition programming, planning and other programs
- Responsible for the interviewing and hiring process for staff in the School Program and School Clinic.
- Serve on community or Agency committees as requested by the President/CEO.
- Communicates all necessary and important information relative to the operation of the school program to the President/CEO.
- Work cooperatively with the Director of Human Resources and Director of Quality Assurance to ensure effective enforcement of Agency Personnel Policies and QA functions in the School Program.
- Responsible for planning and organizing safety programs for staff and students including procedures for emergency response drills, implementing annual fire drill schedule with local fire personnel and building security company, ensuring compliance with all SED regulations.
- Responsible for ensuring School Program Volunteers, including student interns or student teachers, have been processed through the Volunteer Resource Manager prior to participation in activities.

Instructional Program Responsibilities

- Ensure the School Program is current and appropriately following all New York State Education Department policies and regulations.
- Provides leadership in exploring, evaluating and developing innovative programs for the students in the School Program keeping abreast of the changing environment in the education community.
- Engage and maintain positive and professional relationships with NYS Education Department representatives; actively participate in state-wide coalitions focused on services and the regulatory environment in which we operate; engage in policy advocacy when necessary in concert with CEO and/or Advocacy Committee.
- Develop and administer all Summer School program activities in accordance with its stated purpose and NYS regulations.
- Responsible for data collection activities in the School Program including IEP and Data Folio, and behavior management data.
- Develop master schedule and placements of students; assisting staff with the development of teaching schedules.
- Monitor school-wide extra-curricular activities which may include clubs or teams to ensure appropriate supervision levels for the safety and well-being of the students and staff.
- Establish and use appropriate methods of behavior management and student crisis support.

- Coordinating all health-related services and therapy for the students
- Establish and maintain a professional relationship with parents and School District personnel and to attend CSE meetings as an advocate for students.
- Complete preliminary informational gathering and tours for prospective students and parents and serve as a member of the intake committee.
- Facilitate open communication between parents and school responding in a timely manner.
- Stay abreast of developments and trends in Special Education and Related Services and to be alert to changing community needs and state regulations.
- Provide strategic planning as it relates to pilot, long-term or future program needs based on community needs and state regulations in order to best serve our student populations and ensure sustainability of the School Programs and Services. Interact with members of the parents group to insure proper support of activities and appropriately inform said group about emerging issues, events, advocacy initiatives, etc.
- Other duties as assigned or determined in order to support a quality special education program.

QUALIFICATIONS: Masters Degree in Special Education, CAS or SDL/SBL required. Five or more years of teaching experience and three years in a leadership role strongly preferred.

Please send cover letters and resumes to: Human Resources-Holy Childhood-100 Groton Parkway-Rochester, NY 14623- (585) 359-3710 – employment@holychildhood.org

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, sex, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.