

## **JOB DESCRIPTION FOR EDUCATIONAL DIRECTOR**

**SUPERVISED BY:** Executive Director

### **QUALIFICATIONS:**

1. A commitment to working with young people with developmental disabilities
2. Master's Degree in Education or related behavioral science field
3. Colorado state teaching license with Special Education Generalist endorsement
4. Board Certified Behavior Analyst (BCBA)
5. Minimum of 3 years of experience working with young people with ASD.
6. Experience with:
  - Behavioral intervention
  - Working with students with developmental disabilities including ASD
  - Staff supervision and preparing appraisals
  - Scheduling
  - Communication with parents
  - Communication with community
  - IEP development and special education law
  - Staff development and training on a variety of topics including but not limited to applied behavior analysis, IEP development, pre-academic and academic curriculum development, positive behavior support, and reinforcement strategies.
  - Technology used to benefit education of young people with developmental disabilities
  - Standardized assessments and criterion-referenced assessments
7. Minimum age of 21
8. Maturity and reliability
9. Good driving record and valid Colorado Driver's License

### **RESPONSIBILITIES:**

1. Supervise students and staff and care for their physical, emotional health and safety, recognizing their worth, affirming their abilities, and striving to promote dignity in all relationships.
2. Complete staff appraisals and monitor progress towards staff goals.
3. Assist with classroom and school-wide schedules.
4. Attend all and occasionally lead staff meetings.
5. Attend and review weekly clinical meetings.
6. Attend, participate in, and lead staff development as chair of training committee.
7. Participate in a variety of administrative committees.
8. Oversee, participate in, and monitor progress towards the IEP for each student.
9. Establish and maintain working relationships with school districts and the Colorado Department of Education.
10. Oversee and approve curriculum design and development.
11. Manage and orient substitute teachers.
12. Supervise BCBA or BCABA candidates at The Joshua School (to fulfill certificate requirements).
13. Communicate with and be a positive role model for students, families and co-

- workers.
14. Perform housekeeping duties to keep the school clean and safe
  15. Complete and update personnel file.
  16. Follow dress code appropriately.
  17. Complete other duties, as assigned, by the Executive Director.

**EVALUATION:** The Educational Director will receive an annual evaluation by the Executive Director and an informal evaluation six months later. Pay increases may be based on the evaluation.

**SCHEDULE:** The Educational Director will work an eight (8) hour day, arriving between 8:00 and 9:00 am, Monday through Friday. The day includes a 30-minute lunch. This is a salaried position, therefore all school breaks and holidays will be paid time off. As an Administrator, time may be assigned to work over breaks, in which case you will earn PTO for this time. In addition you will receive twelve (15) personal/sick days per academic year, or eight (8) hours a month. Unused days may be rolled over into the next academic year.

**SALARY:** \$50,000 - \$60,000