

## **BrightStone Job Description**

**Position Title:** Senior Director of Program

**Department:** Administration

**Reports to:** Executive Director

**Full Time:** 12-month

**Salary:** Non-Exempt, TBD

**Benefits:** Health, Life, Paid Time Off

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### **Position Summary:**

BrightStone's Senior Director of Program oversees the operation and programs of BrightStone and manages the direct reports of the Director of Operations, Program Coordinator, and Bookkeeper. The Senior Director will oversee all aspects of the job training, educational, recreational, and spiritual program for the adults we serve and will ensure that we operate in compliance with all state and federal regulations. Some travel may be required.

### **Principal Duties and Responsibilities:**

Plans, develops, establishes and implements policies and objectives for BrightStone's program. Directs staff toward the accomplishment of these objectives and in accordance with campus and programming needs, BrightStone mission, non-profit requirements, licensure requirements and Board directives with the goal to maintain the high quality of loving care at BrightStone and the culture of respectful rapport, confidence, collaboration, team-building, affirmative and progressive environment.

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assist Executive Director to develop BrightStone Strategic plan
- Monitor compliance with licensure and best practices for the population of individuals with intellectual disabilities.
- Coordinate functions and operations to establish responsibilities and procedures to attain planned objectives.
- Plan and coordinate the recruitment and selection of Program personnel with HR inclusion and support and with Executive Director final approval.
- Conduct all BrightStone-based related meetings including monthly staff meetings, department leadership meetings, etc.
- Plan, direct, implement, and articulate strategies toward the advancement of BrightStone to reach future goals and objectives.
- Collaborate with Program Coordinator and Lead Teachers concerning all facets of programming for students and best and most current practices to best ensure their success.
- Oversee the development, implementation, and evaluation of curriculum and instructional program in collaboration with the Program Coordinator.

- Oversee the IPP process and documentation and monitoring of individual student goals and objectives.
- Oversee the development, tracking, dissemination, and reporting of diagnostic assessments.
- Network and communicate with families, caregivers, and the disability and general community.
- Work directly with parents, as needed, to ensure their participation and continuing education in the care and future success for their adult as well as in the interest of maximizing their student's learning and success.
- Review each departmental financial statements and budgets to determine variances, develop reports, and measure progress in achieving objectives.
- Develop annual departmental operating budgets for Board approval.
- Evaluate the performance of direct report staff against the accomplishment of BrightStone objectives.
- Collaboration with the Director of Operations in implementation of staff development and training ensuring that high expectations, performance standards, and licensure compliance are established and maintained.
- Facilitate the public awareness of BrightStone.
- Participate in grant writing process and think tanks to determine need.
- Facilitate the recognition and acknowledgment of donors.
- Remain current in medical, educational and psychological advances which pertain to BrightStone students.
- Speak on behalf of BrightStone as an aggressive, knowledgeable, and beneficial advocate.
- Communicate regularly with the Executive Director for purpose of information sharing, trouble-shooting, and program advancement.
- Perform such other duties as assigned by the Executive Director.

**Knowledge, Skills and Abilities Required:**

- A. Knowledge: Master's degree in Special Education or related education field.
- B. Experience:
- 8-10+ years in a senior level management position with a non-profit program or in leadership or teaching position working with the special needs population.
  - Possess an extensive background and understanding of challenges facing the intellectually and developmentally disabled.
  - Broad base experience in financial analysis, program development, principles and practices of administration and supervision of a multifaceted staff of professionals
  - Knowledge of laws, regulations and compliance as it relates to the intellectually disabled population.
- C. Skills:
- Must be visionary and possess the ability to apply advanced management concepts, such as financial analysis, goal setting and problem solving to attain organizations strategic objectives.

- Excellent communication skills, both verbally and written, with others inside and outside of BrightStone for the purpose of effectively giving and obtaining high confidential information and frequently involving influencing and advising others on matters of significance and privacy.
  - Understand the process of leadership while working as a team member.
  - Student- and family-focused with a high degree of flexibility.
  - Demonstrate ability to work with calm and intentionality in a fast paced and unpredictable environment.
  - Technologically proficient (especially with all Microsoft Office).
  - Able to supervise others while building and maintaining effective relationships, delegating responsibility and achieving results.
  - Proficient time management and organizational skills in order to effectively meet deadlines and achieve goals.
- D. Reasoning ability:
- Ability to apply principles of logical thinking to wide range intellectual, medical and practical problems.
  - Ability to deal with nonverbal symbolism (formulas, equations, graphs, etc.).
  - Ability to interact with families, parents, staff, and students on an intellectual level with loving care.
  - Ability to maintain professional discretion and confidentiality in order to comply with instructions, procedures, standards, policies, laws, and theories that are obtained within BrightStone.
  - Ability to process information, apply analytical reasoning, and demonstrate good judgement and proficient problem solving techniques.
- E. Physical Abilities:
- The physical demands can best be described as those representative of a typical administrative position involving regular sitting at a desk or computer terminal.
  - Ability to stand for long periods of time.
  - Ability to lift up to 50 pounds.
- F. Time Commitment:
- Overtime work required as needed.
  - Some travel may be expected periodically.
  - Available to work beyond the regular work day.
  - Able to work some irregular hours.

### **Employee Review:**

I have read the above job description and understand that it is intended to describe the general requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this job description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet BrightStone's needs. I have been provided a copy of this description.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_