

BrightStone - Job Description

Position Title: Director of Programs

Department: Administration

Reports to: Executive Director

Full Time: 12-month

Salary: Exempt

Benefits: Health, Life, Paid Time Off

Position Summary:

Oversee the Day and Residential Programs of BrightStone and manage the direct reports of the Program Coordinator, Residential Coordinator, Recreation Coordinator, Therapeutic Coordinator, and future Coordinators who are directly responsible for Day/Residential services.

Principal Duties and Responsibilities:

Plans develops, establishes and implements policies and objectives for BrightStone full programming. Directs staff toward the accomplishment of these objectives and in accordance with campus and programming needs, BrightStone mission, business requirements, licensure requirements, and Board and legal directives.

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

Day Program

- Manage the records, files, medical information for all day program students
- Oversee compliance with all licensure requirements
- Lead the Admissions Team in selecting students to participate in the day program
- Review student's psycho-educational, vocational, medical, and historic evaluations
- Oversee the completion of student evaluations to determine student strengths, challenges, etc.
- Oversee the physical and emotional well-being of the students
- Search, evaluate, and recommend direct services and support staff in the day program
- Communicate with families
- Lead, evaluate, and oversee the curriculum of the day program
- Establish and oversee the physical facility emergency plan for fire, intruder, active shooter, inclement weather
- Oversee the physical and emotional well-being of the students
- Manage the physical wellness program for all students overseeing the work of the Health Team
- Keep accident and behavior charts and forms as needed
- Implement educational development plan
- Plan daily schedule
- Implement work of student to facilitate production of student-made products, contract work, and volunteer work
- Coordinate university level intern, capstone, doctoral student programs
- Facilitate work assignments of teacher assistants and volunteers

- Oversee connections with the community and outside resources, such as: YMCA, library, bowling lanes, bowling lanes, TPAC, ARC, Vanderbilt University, recreation centers, high school outreach classes, etc.
- Participate on the Production Team
- Approve new products
- Assist Product Designer or Lead Teacher in making a task analysis for work jobs
- Assist with wage analysis
- Recommend yearly operating budget for the day program
- Oversee food selection and preparation
- Oversee the visual appeal and educational/work environment of the classroom
- Coordinate bus driver needs and schedule for route
- Coordinate and oversee all field trips into the community
- Oversee the general positive and functioning atmosphere of the work center
- Establish a professional environment of the program
- Lead toward innovation
- Greet visitors and tell the BrightStone story
- Report directly to BrightStone Executive Director/CEO

Residential Program

- Oversee the evaluation of student applicants to determine strengths, challenges, level of independence, functional academics, and Daily Living Skills.
- Lead the Admissions Team in determining eligibility and placement of students into appropriate home
- Manage the records, files, releases, and medical information for all residents
- Manage the home in a loving, caring, positive teaching spirit
- Review student's psycho-educational, vocational, medical, and historic evaluations
- Lead in the hiring of Home Teachers for each home
- Oversee training of Home Teachers in medicine administration and medical protocol
- Oversee Home Teacher training involving working with and teaching individuals who have special needs
- Supervise Home Teachers in regards to home management, teaching skills, and loving care
- Oversee the mental, emotional, social, physical, and spiritual wellbeing of each resident
- Search, evaluate, and recommend Home Teachers for hire in the Residential Program
- Communicate with families and enable students to community with families
- Lead, evaluate, and oversee the daily living curriculum of the residential program
- Establish and oversee emergency plan for fire, intruder, active shooter, inclement weather
- Manage the physical wellness program for all residents overseeing the work of the Home Health Team
- Document and retain all accident and behavior charts and forms
- Implement teaching protocol for daily living skills
- Manage teaching curriculum for daily schedule
- Approve daily assignments for each resident
- Manage home visits by families and friends
- Oversee resident recreation and community activities program

- Oversee the loving care of all residents assuring no abuse and no neglect at all times
- Report directly to BrightStone Executive Director/CEO

Knowledge, Skills and Abilities Required:

- A. Knowledge: Bachelor’s degree or equivalent experience; Master’s degree (preferred) 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 a background, knowledge, and understanding of challenges facing the intellectually and developmentally disabled specifically in the area of residential services.
 - Broad based 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 and implement the process of team leadership.
 - 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 and computer 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 and with patience, respect, and 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.

G. BrightStone Culture:

- Always put BrightStone in the best light using the best practices
- Be an energetic and positive-minded team player with a broad skill set
- Be highly organized exemplifying leadership
- Manage multiple complex projects while maintaining a positive attitude
- Have a commitment to service
- Value the lives of all staff, students, volunteers, and donors at BrightStone
- Have a passion for the success of individuals who live every day with varying life challenges