

Position: Director of Adult Education and Activity Program

Job Type: Full-time

Pay: From \$52,000.00 per year

Essential Functions:

- Develop, implement and evaluate needs-based adult education curriculum.
- Ensure compliance with Title 17 and 22 regulations and conduct quality assurance and program evaluation reviews of the adult education program.
- Monitor program performance against both quality and financial goals.
- Manage human resource functions for staff assigned to program and insure timely performance evaluations are conducted
- Function as liaison with families, RCEB and other entities
- Insure that student's medications are correctly dispensed, stored and documented according to Title 22 regulations and program procedures
- Identify staff development opportunities for staff and arrange for internal and external trainings
- Develop and accurately manage annual budget and insure monthly billing is at the maximum possible
- Lead weekly staff meetings
- Maintain integrity of systems established for the program
- Assist with resolving student related crisis and conflict
- Represent department on committees as requested by Director of Program Services
- Insure that ISPs are current and schedule ID team meetings accordingly
- Manage special assignments

Position Requirements

- Proven organizational, interpersonal and leadership skills that are results-oriented
- Ability to work independently and to manage multiple projects demonstrating application of effective critical thinking and decision making skills
- Advanced degree in human services, education, counseling or other related disciplines.
- Knowledge of, and experience in current trends and practices in the assessment, training and education of individuals with developmental disabilities
- Demonstrated track record of managing successful program/s, preferably to individuals with developmental disabilities. Solid knowledge of Titles 17 and 22 regulatory standards and ability to apply them to policies and procedures.
- Experience in developing and managing organizational systems and policies.
- Possession of a valid California Drivers License and willingness to drive own vehicle and Clausen House vehicles on company business.
- Willingness and ability to travel to various locations in the general Bay area to attend meetings and functions on behalf of Clausen House.

- Willingness to work flexible hours on a limited basis in order to attend evening meetings and to meet with external entities.
- Ability to obtain Department of Justice Criminal Clearance
- Ability to effectively communicate both verbally and in writing
- Competent in utilizing Office based software applications

Physical Demands and Environmental Conditions

- Endurance – Moves about frequently
- Endurance-Overall Strength: Some sedentary work. Bending, lifting and squatting, with objects weighing up to 10 lbs or more. Exerts force and or lifts or carries objects weighing up to 10 pounds or more occasionally.
- Location: Inside/Outside - Work is predominately inside and generally provides protection from weather conditions and temperature changes.
- Stairs/Steps: Ascend and descend stairs, steps or similar uneven surfaces to access any required work area or other areas related to functioning in the workplace.

Benefits:

- 401(k)
- Dental Insurance
- Employee Assistance Program
- Health Insurance
- Paid Time Off
- Vision Insurance

Schedule:

- 8 Hour Shift
- Day shift
- Holidays
- Monday to Friday

Experience:

- working with Adults with Developmental Disabilities: 2 years (Preferred)

Education:

- Bachelor's (Preferred)

License:

- Driver's License (Required)

Work authorization:

- United States (Required)