

Director of Adult Education and Activity Program

Clausen House - Oakland, CA 94610

\$25.00 an hour

Adult Education and Activity Program

PURPOSE:

Ensure programmatic integrity of the Adult Education Program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Develop, implement and evaluate needs-based adult education curriculum.
- Insure 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
- Ensure that ISPs are current and schedule ID team meetings accordingly
- Manage special assignments

QUALIFICATIONS:

- 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 Driver's 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

Job Type: Full-time

Salary: \$25.00 /hour

