



Program: All Schott Center Programs
Title: Director of Programs
Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. Nights and weekends when needed.
Reports to: Executive Director

Purpose of Job: Oversee all programs, participants, and program staff. Ensure that rules and regulations of the programs, the State, and the Archdiocese of Miami are adhered to. Responsible for overall well-being and financial stability of all programs.

Principal Responsibilities Include:

- Interview and hire Program Coordinator, ADT program staff, Art teacher and Saturday program staff (as needed). Ensure ongoing background screenings are conducted on a timely basis.
- Supervise and conduct annual evaluations of Program Coordinator, ADT supervisor(s), Art teachers, and Saturday program teachers.
- Ensure that all programs, staff, participants follow all APD rules and regulations and necessary requirements for Schott's licensure.
- Ensure that all policies and procedures in the ADT Program Manual are being met.
- Oversee ADT Curriculum ensuring that program goals are implemented on a weekly and monthly basis.
- Interview and screen prospective program participants in conjunction with the Case Manager.
- Provide for staff training assuring that all required certifications and trainings are up to date.
- Assist with grant ideas, implementation, and reporting.
- Meet with ADT Supervisor on a monthly basis and when challenges arise.
- Meet with program staff to discuss curriculum, program participants, and program needs at least once a month.
- Attend implementation meetings and oversee Individualized Education Plans (IEP) goals of each program participant and quarterly and final reports to achieve those goals.
- Oversee data collection and reporting related to IEP's.
- Assess developmental functioning and learning skills of participants in all areas, at regularly planned intervals using the ADT Curriculum assessments.
- Lead ADT team meetings and Parent/Guardian, Support Coordinator conferences, Steering Committee meetings as needed.

- Ensure that all billing is done in a timely manner for all programs. Understand all billing and be ready to process it when needed.
- Oversee schedule of activities, make adjustments as needed and provide alternative/fill-in instruction when necessary.
- Attend periodic sessions, courses to be in compliance with APD guidelines and regulations.
- Coordinate special activities and events with Program Coordinator and Program Supervisor.
- Other duties as assigned.

Qualifications/Experience:

Master's degree in Social Work, Mental Health Counseling, or Special Education. 5-7 years of experience working with developmentally disabled populations and at least three years experience in a supervisory capacity.

Interested applicants, please email iramirez@schottcommunities.org. No phone calls please.