

**Job Summary:**

The job of Director, Bright Future Program was established for the purpose/s of planning, organizing and directing the Bright Future Program; supervising staff in providing services to Bright Future children and families; coordinating services with Central Valley Regional Center (CVRC); and providing direction and assistance to behavior intervention personnel.

**Essential Functions:**

- ▶ Coordinates activities and the operation of the Bright Future Program for the purpose of ensuring that children and families receive appropriate services.
- ▶ Develops/Coordinates/Conducts comprehensive staff development programs for the purpose of providing professional development and training for Bright Future and other agencies' staff members.
- ▶ Develops/Implements goals, objectives and procedures of the Bright Future Program for the purpose of providing appropriate services to children.
- ▶ Develops/Implements program proposals and contracts with CVRC, local school districts, and other agencies for the purpose of providing appropriate services to children.
- ▶ Interprets/Monitors/Implements rules, regulations and laws affecting the Bright Future Program for the purpose of ensuring program compliance with federal and state regulations, and CVRC and TCOE policies and procedures.
- ▶ Provides instructional leadership for the purpose of developing behavioral intervention plans and supporting children, families and staff with an emphasis on measurable achievement of Bright Future program goals.
- ▶ Supervises/Evaluates Bright Future staff for the purpose of scheduling work assignments, monitoring employee performance and providing feedback, training and support.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - plan, coordinate and direct programs;
  - analyze problems, identify solutions and project consequences and propose actions;
  - communicate effectively, orally, and in writing;
  - gain cooperation through discussion and persuasion;
  - develop and implement effective ABA program interventions;
  - communicate effectively with a broad spectrum of constituents (parents, Regional Center staff, mental health professionals, medical professionals, school district staff and TCOE staff);
  - manage complex budget, personnel scheduling and a billing system;
  - develop and implement staff training for skill development;
- ▶ **Knowledge of:**
  - principles and practices of Applied Behavior Analysis;
  - principles and practices of organization, administration and personnel management;
  - research methodologies applicable to the analysis of programs and policies;
  - behavioral methodologies applicable to autism and severe behavioral problems;
  - budgetary management and fiscal responsibility;
  - contract and program development with public and non-public agencies;
- ▶ **Ability to:**
  - prepare and analyze reports;
  - collect, interpret and evaluate data;
  - interpret and apply policies, procedures, rules and regulations;
  - establish and maintain effective working relationships with those contacted in the course of work;
  - meet deadlines;
  - develop contracts and program guidelines;
  - monitor budget and maintain fiscal guidelines.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in some hazardous conditions.

**Experience Required:**

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Experience supervising Applied Behavior Analysts providing direct services to autistic children and others with severe behavior problems.
- ▶ Experience implementing vendorized services for Regional Center clients.

**Education Required:**

- ▶ Masters degree in job-related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Board Certified Behavior Analyst (BCBA) Certificate.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.