
CREC River Street Autism Program and Early Learning Center

Position Title: Assistant Director (Certified)

Program: River Street Autism Program (RSAP) – Birken Campus

Location: 1289 Blue Hills Avenue, Bloomfield, CT 06002

Essential Duties and Responsibilities:

- Ensures smooth daily operations of RSAP as part of the administrative team. (Assist in the daily operations of the school building)
- Assumes responsibility of program systems, as assigned.
- Provides direct supervision to assigned staff, including, but not limited to Special Education Teachers, Speech and Language Pathologists, Occupational Therapists and Physical Therapists.
- Develops and implements systems and structure needed for the supervision and support of the program.
- Interviews and recommends candidates certified to hire. And assign placement in the program
- Attends and represents RSAP at leadership meetings, other program specific and CREC-wide meetings, and other community-based events, as assigned.
- Promotes a positive school culture and climate.
- Supervise and formally evaluate certified staff, making recommendations to the Program Director for contract action
- Oversee the evaluations of support staff including but not limited to ABAI instructors, Administrative Assistants, BCBA's, interventionists
- Oversees classroom instruction (assuming the position is global and not specific)
- Supervise the implementation of state student testing
- Serves on the Intake team to determine potential student intake and placement
- Communicates effectively with parents, district liaisons, and community partners/providers
- Makes instructional purchasing recommendations to the Program Director
- Chair in-house committees
- Assists in the budget building process

Student Instruction:

- Develop the Master Student Schedule with staff input
- Coordinates the placement of student teachers/mentors with TEAM liaison
- Oversees the development of instructional and behavioral goals and objectives
- Works with the leadership team and clinical supervisors and/or team leaders to design and implement a process for student assessment.
- Supports and leads peer reviews, clinical team meetings, and clinical review meetings/book reviews
- Facilitate and Lead assigned PPT meetings.
- Ensures alignment between curriculum, instruction, and the IEP in conjunction with Connecticut Common Core Standards (CCSS) and Early Learning and Development Standards (ELDS)

Staff Development:

- Works collaboratively with the Director, Program Director, and other administrative leadership to design and implement a staff development plan.
- Identifies and utilizes data-driven evaluations to provide effective supportive and/or corrective feedback to staff.

- Works in conjunction with staff to develop measurable target goals and implement related professional development activities to improve competencies over time

Knowledge, Skills, and Abilities

- Master's Degree in special education (065)
- 5 years teaching experience plus several years of experience in school administration and supervision, or equivalent combination of education and experience (strongly preferred)
- Minimum of 2 years working with children diagnosed with ASD in applied settings (school experience strongly preferred)
- Requires strong knowledge of the nature of disabilities, particularly for students with ASD.
- Strong preference for candidate(s) with experience with or formal coursework in Applied Behavior Analysis.
- Strong preference for candidates that are bilingual.
- Must be knowledgeable in special education law and in best practices in special education and service delivery.
- Must have excellent oral and written communications skills, as well as supervisory skills.
- **Must possess CT State Administrator's Certification (092) (or the ability to obtain certification within 24 months of starting the position).**

Additional Functions:

- Perform other duties as assigned
- Participate in late afternoon administrative oversight of afternoon school programs (on a rotating schedule)
- Ability and eagerness to build upon the current foundation under the leadership of the RSS Director and RSAP Program Director.
- Belief that all students can learn and achieve at high levels and have the right to effective education and treatment.
- Commitment to the vision, mission, values, and goals of CREC.

Physical, Mental Demands, and Work Hazards

- Works in standard office and school building environment
- Must meet the requirements for participation in Safety Care Training

Note:

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Candidates who are racially and ethnically diverse are strongly encouraged to apply.

To access the job description and salary range please go to: <https://www.crec.org/careers/jobs.php>.

Contact:

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Director

River Street Schools & Programs

CREC (Capitol Region Education Council)

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