

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:

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