

## **Job Descriptions**

### **Head Teacher**

- The Head Teacher is responsible for the coordination and the supervision of the daily operations of their assigned classroom (s) or work location(s). They participate in the design and implementation of educational and clinical programs of assigned clients.
- Responsibilities include, but are not limited to the participation in the ISP/IEP development and monitoring; supervision and evaluation of the assigned staff; and oversight of the operational systems within the site (s).
- He/she works in conjunction with their assigned teaching staff to insure that there is consistent implementation of educational and clinical programs for their assigned clients. They assure the quality of services while maintaining positive and consistent working relationships with all staff and works as a constructive and active team member in all duties.

### **Assistant Teacher**

- Responsible for the design and implementation of clinical and education plans and the direct instruction of the students.
- Assures that data is collected and recorded as required.
- Participates in the general upkeep and cleaning of the school areas.
- Serves as role model for staff in all areas of programming, services and professional practices.
- Coordinates transition times of the day as scheduled.
- Administers medications as prescribed by the clients' physicians as scheduled, maintains accurate medication administration records, holds and maintains medication administration certification.
- Reports to the Head Teacher.
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### **Job Coach**

- Responsible for implementation of clinical and vocational training and support of the individuals in either off site or in agency supported sites.
- Supervises staff on assigned shift and ensures that staff completes all shift assignments.
- Assures that data is collected and recorded as required.
- Assures that work location(s) is kept clean, organized and safe.
- Serves as role model for staff in all areas of programming, services and professional practices.
- Coordinates transition times of the day as scheduled.

- Administers medications as prescribed by the clients' physicians as scheduled, maintains accurate medication administration records, holds and maintains medication administration certification.
- Reports to Vocational Department Management Personnel.

### **Behavior Therapist**

- Assists and supports the individuals in their daily routines, activities, & individual programs.
- Implements all clinical, educational, & vocational programs.
- Collects data and participates in program design.
- Reports to a Shift Supervisor, Job Coach, or Assistant Teacher.

### **Program Coordinator**

- Responsible for the coordination and implementation of all daily operations of their assigned program site(s).
- Participates in the design, implementation and training on all educational and clinical programs of assigned clients.
- Participates in ISP/IEP development, reporting and monitoring.
- Participates in staff development, hiring, supervision and evaluation.
- Oversees all operational systems within and connected to the site(s).
- Serves as role model for staff in all areas of programming, services and professional practices.
- Administers medications as prescribed by the clients' physicians as scheduled, maintains accurate medication administration records, holds and maintains medication administration certification.
- Reports to the Director, receiving additional supervision, clinical support and direction from the Behavior Specialist and the Deputy Director of Operations.

### **Assistant Coordinator**

- Responsible for the oversight of the program and facility in the absence of the Program Coordinator.
- Monitors day-to-day implementation of all educational & clinical programs of the individuals in the assigned site.
- Participates in program design and training.
- Assumes responsibility for site organization, cleanliness and arranges for any necessary repair needs.
- Participates in data collection and analysis.
- Serves as role model for staff in all areas of programming, services and professional practices.
- Participates in staff development, hiring, supervision and evaluation.
- Acts as a member of the interdisciplinary team for each client.

- Administers medications as prescribed by the clients' physicians as scheduled, maintains accurate medication administration records, holds and maintains medication administration certification.
- Reports to the Program Coordinator.

### **Shift Supervisor**

- Responsible for implementation of all educational & clinical programs of the individuals in assigned site.
- Supervises staff on assigned shifts and ensures that staff completes all shift assignments.
- Assures that data is collected and recorded as required.
- Assures that the program site is clean and organized.
- Serves as role model for staff in all areas of programming, services and professional practices.
- Coordinates transition times of the day as scheduled.
- Administers medications as prescribed by the clients' physicians as scheduled, maintains accurate medication administration records, holds and maintains medication administration certification.
- Reports to a Program Coordinator in the residential location.

### **Case Manager**

- Responsible for the implementation of all ISP/IEP objectives and direct instruction of the individual(s).
- Assists individuals in the enhancement and improvement in daily living routines.
- Participates in data collection, and recording and maintaining semi annual reports.
- Participates in all areas of documentation, behavioral program development, facilitating socialization and vocational development, in some cases.