

Class Concept

Positions in this class are responsible for strategic planning and implementation of a full range of activities and services that ensure the health, safety, and welfare of clients of diverse backgrounds having one or more disabilities in a residential school (or training facility) setting. Based on the setting, the client population is predominantly children and youths, but a limited number of residential training programs may serve adults as short-term students. Programming includes residential life, after school education/ transition programs, recreation, transportation, and other areas as may be assigned. Position is responsible for budgeting (operational and capital improvement), personnel administration (staffing plans, interviewing/hiring, performance management, staff development and disciplinary actions), facility management (maintenance, upkeep, renovations), student orientation and discipline, developing crisis management, and communication with parents and guardians. Position works collaboratively with the academic program to develop and implement new programs that complement the residential and academic experience and keep students engaged.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of personnel policies and practices
- Basic knowledge of budgeting and/or accounting principles and practices
- Intermediate knowledge of the principles and practices of guiding, training, and caring for children and youth with one or more disabilities (specific to the population served)
- Intermediate knowledge of the principles and practices of guiding, training, and encouraging adults with one or more disabilities (specific to the population served)
- Intermediate knowledge of sanitation, personal hygiene, and common health and safety precautions applicable to dormitory-like settings
- Intermediate knowledge of the principles and practices of residential programming and business administration
- Ability to encourage and foster skill development to assist with achieving successful independent living and vocational outcomes
- Ability to exercise judgment in assessing, observing, and recording progress, participation, and/or demonstrated skills and abilities of clients
- Ability to exercise judgment and discretion in applying and interpreting policies and procedures
- Ability to plan, assign and review the work of others
- Ability to understand the personal and social problems of children, youth, or adults with disabilities (specific to setting)
- Ability to plan, organize, supervise the activities of employees

Minimum Education and Experience

Bachelor's degree in child development, special education, or education from an appropriately accredited institution and four years of experience in the delivery of services to the population served in a residential program or in a goal-oriented program setting, two of which must have been supervisory or managerial in nature; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.