

DIRECTOR OF THERAPEUTIC PROGRAMMING FOR CHILDREN'S OUTREACH PROJECT

Position Summary: The Director of Therapeutic Programming is responsible for all aspects of therapeutic services provided at the school. This position instructs teachers of developmentally delayed children in therapy techniques and behavior, coordinates and manages therapists and supports the efforts of the Program Director to ensure the highest level of programming is offered to children and families. This position ensures that the educational philosophy is effective in its implementation.

This position reports to the Executive Director.

Duties/Responsibilities Include:

Evaluates and assess child's responses to determine levels of child's cognitive and mental development.

Develops individual teaching plan covering self-help, motor, social, cognitive, and language skills development for parents to implement in home. Revises teaching plan to correspond with child's rate of development.

Manages, consults and coordinates plans with therapists (speech, occupational, and mental health and Pima OTA program).

Provides small group or one on one cognitive therapy to children in need of services.

Determines parent's ability to comprehend and apply therapeutic and behavior modification techniques and parent's social and emotional needs to formulate teaching plan.

Assumes Program Director responsibilities when Program Director is out handling all scheduling and staffing issues.

Facilitates Parent and Me Classes

Facilitates the Incredible Years Parent program

Provide leadership and inclusiveness training to staff members.

Oversee graduate students completing practicum's at C.O.P.

Work collaboratively with community childhood initiatives and partners.

Manages Colorado Preschool Program and Results Matter requirements. Acts as

external contact for all CPP and DPP required meetings.

With program director supervises teachers in the use of the Creative Curriculum and provide teachers with resources, materials, and suggestions for implementing the curriculum.

Refers parents and child to social service agencies and facilities for additional services and financial assistance.

Carries out supervisory responsibilities in accordance with the organization's policies. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Provide monthly therapeutic programming report to Executive Director.

Conducts ongoing supervision of teachers, formal and informal observation, and annual performance appraisals for each teacher, based on mutually agreed upon goals.

Support classrooms with quality measurements such as Qualistar, ECERS, CLASS, Parent Questionnaires, and Staff Satisfaction Surveys.

Participates in planning and implementation of Parent Orientation Nights/Back to School Night.

Participates in the delivery of New Staff Orientation.

Provides back up support to main office by answering phones, doors and greeting visitors during non-office hours and when office personnel unavailable.

Professional Performance

- Adhere to all personnel policies and procedures of the school.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the school.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Perform all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with school policies and standards and

conforming to the scheduling requirements of the job and program.

- Maintain an awareness of the school's mission and work to promote the positive individual and social change goals it embodies.
 - Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
 - Actively strive to create and maintain a culturally sensitive and appropriate environment through communication and interaction that demonstrates respect for diversity.

Preferred Qualifications:

QUALIFICATIONS:

- Must have a Master's Degree in Early Childhood Special Education or related field.
- Sincere interest in working with children and professional knowledge of the principles, theories, concepts, and practices of early childhood care and education. Must have an understanding of early intervention and special education programming.
- Knowledge of early childhood typical and atypical development.
- Knowledge of research based and promising practices in early practices intervention service delivery practices models, curriculum, models of inclusion, and early screening and assessment, specifically the Creative Curriculum Assessment System for Preschool.
- Knowledge of Colorado Preschool and Kindergarten Program (CPKP) funding.
- Ability to develop and deliver professional development opportunities for staff and parents.
- Ability to prepare reports and resource materials for a variety of audiences.
- Computer proficient; prefer extensive experience with Microsoft Office
- Excellent written and verbal communication skills
- Detail oriented and accurate
- Dependable
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Ability to balance, prioritize and perform multiple tasks
- Valid Colorado driver's license and own transportation preferred

Working Environment/Physical Activities

Work environment is a preschool setting. Physical activities include: interacting with young children (sitting, standing) and sitting at desk and working on a keyboard and computer several hours a day; conducting business over the telephone; using a fax and copy machine. Also requires moving agency materials up to 45 pounds, and moving materials of up to 45 pounds in and out of vehicle.

Compensation:

Children's Outreach Project offers competitive benefits including health and life insurance and vacation and sick time. Salary is \$40,000 to \$45,000.

Application Procedure:

Please submit cover letter, resume and salary requirements to Stephanie Baer, Executive Director at Stephanie.baer@cop-denver.org

No phone calls please.