*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Next Step – Program Director

 **Reports to:** Director of Pupil Personnel Services

 **Employment Status:** Regular/Full-time

 **FLSA Status:** Exempt

 **Description:** Provides visionary educational leadership to all staff members and facilitates a transitional educational setting that promotes positive social relationships and independent living skills for all students in an environment that leads to a successful transition to self-independence, self-awareness and self-worth.

 **NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Implement and monitor all Vernon Board of Education policies, rules, regulations and directives
* Establish and maintain positive public relations
* Direct, oversee, supervise and evaluate the programs and schedules for all assigned personnel
* Establish guidelines for proper student conduct, attire and discipline
* Monitor and resolve problems with student attendance
* Oversee the maintenance of records and controls in the funds of the school activity account
* Supervise the maintenance of student records
* Organize, administer, and direct all student activities
* Oversee the requisition of supplies, textbooks, equipment and other necessary material
* Monitor expenditure of funds
* Supervise development of curriculum, cooperatively with staff and Superintendent
* Evaluate the performance of Next Step staff through class visits and conferences for the purpose of improving instruction, and assisting teachers with any problems
* Plan and schedule program events
* Prepare all reports and maintain such records as required by school law, regulation, or upon request of the Superintendent
* Assist in the selection, retention and promotion of certified and noncertified personnel
* Enforce policies regarding school equipment and property, observance of school laws, and safety procedures
* Promote good public relations by personal appearance, attitude and conversation
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Collect and analyze data to ensure the program is meeting Vernon Board of Education requirements and is providing intended services

**Other Duties and Responsibilities:**

* Interact in a positive manner with staff, students and parents
* Act as the public relations agent for program
* Serve as role model for students and staff
* Perform other duties as assigned by the Director of Pupil Personnel Services
* Establish and maintain professional relationships
* Participate in professional learning by attending seminars and workshops
* Oversee maintenance and inspection of Next Step vehicles

**Qualifications/Certificates:**

* Active Connecticut Department of Education Principal Certification
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills
* Ability to foster and facilitate learning and classroom management

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
* Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students

**Equipment Operated:**

Computer/Laptop Printer Interactive White Board Scanner

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date