



# THE INSPIRED COMMUNITY PROJECT

## ***Job Description: Director of Clinical Operations***

<b>Job Title</b>	<i>Director of Clinical Operations</i>
<b>Reports To</b>	<i>Education Director/CEO</i>

### **About The Inspired Community Project**

The Inspired Community Project is a 501(c)(3) educator-founded nonprofit providing no-cost early intervention services to neurodiverse children, advocacy coaching for their families, and specialized career training and certification support for those in the community. Creating a self-sustaining, hyper-local, special education resources system, of the community for the community.

### **Job purpose**

Head of the Clinical Department. Managing and overseeing the Applied Behavior Analysis programs for all children. Provide, model, and record direct instruction within the classroom. Coordination of supervision schedules for Registered Behavior Technicians and other classroom staff. Conduct classroom staff performance reviews. Support the Director of Training & Excellence with implementing the training programs for Behavior Technicians, as well as support the Education Director with the Family Advocacy Coaching program through a Social Work lens.

### **Duties and Responsibilities**

#### **Training & Excellence**

Our Training & Excellence (T&E) program provides NYS Licensed Special Educators the ability to complete Board Certified Behavior Analyst training, supervision, and practicum requirements. With over 50 out-of-classroom paid training hours, as well as opportunities for mentorship and career counseling, The Director of Clinical Operations will support the Director of Training & Excellence in the operations of the program. .

- Weekly meetings with the Director of Training & Excellence
- Program collaboration with the Director of Training & Excellence and the CEO
- Once a month, attend a required 3-hour, paid training session
- Complete and maintain all required documentation regarding their licensure
- Maintain supervision groups of Teachers, RBTs and BTs to support their growth in the T&E program
- Work ethically and with integrity while adhering to the BACB Ethics Code
- Participate in feedback sessions for the Training & Excellence Program
- Utilize the Google Calendar and monitor work email daily

#### **For Clinical Programming**

- Utilize behavior analytic principles and strategies consistent with the organization's mission, vision and values
- Develop, support and model behavior analytic instruction in a natural, play-based, child-centered classroom setting
- Create a fun, motivating experience to generate the highest level of engagement and learning for every student
- Model how to engage students on their level; physically, emotionally and intellectually
- Ensure that basic physiological and safety needs of the students are met
- Create and implement evidence-based treatment plans for each child to target adaptive and self-care skills, emotional development, coping and tolerance skills, play and leisure skills, family relationships, language and



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communication, cognitive functioning, self-management, self-advocacy and independence, safety skills, and social relationships

- Facilitate and model program writing and assessments (Preference assessments, the VB-MAPP, ABLLS and FBAs)
- Attend Student Clinics with other Related Service providers to support and aid in the generalization of skills across environments
- Adhere to all HIPAA compliance guidelines regarding photographs and other sensitive information

### **For Social Programming**

- Communicate with classroom teams and student families in a positive manner, consulting on clinical questions with the classroom teachers.
- Develop and coordinate Family Advocacy Programming
- Respectfully collaborate with Related Service Providers to generalize programs across environments.
- Assisting with toy/material rotation on a monthly basis
- **Optional:** Participate in the Junior Board of Directors to have a direct impact on the organization's goals and decisions (Application and review required)
- **Optional:** Participate in a Community Committee (Application and review required)

### **Qualifications**

- New York State Teacher Certification NYCHC §47.13 (d)(1)
  - Birth – 2nd Grade (including birth – 2nd grade for students with disabilities)
  - 1st – 6th Grade (including birth – 2nd grade for students with disabilities)
  - N – 6th Grade (Including Special Education)
  - Pre-K – 6th Grade (including Special Education)
- OR
- Baccalaureate Degree in early childhood education or related field and two years of supervised experience in a preschool program if currently employed in a permitted group child care service NYCHC §47.13 (d)(2)
- OR
- Approved Study Plan for staff who meet minimum requirements NYCHC §47.13(d)(3)
  - To be study plan eligible, a person shall have:
  - Associate's (AA or AS) degree in early childhood education; or
  - Ninety or more undergraduate college credits and one year classroom experience teaching children in pre-kindergarten, kindergarten or grades 1-2; or
  - Baccalaureate in any other academic subject and one year classroom experience teaching children birth through 2nd Grade.
- Licensed Behavior Analysts
- Social Workers (Licensed Clinical Social Workers and Licensed Master Social Workers)
- Speech-Language Pathologists
- Teachers of the Speech and Hearing Handicapped and Teachers of Speech and Language Disabilities
- Creative and excited about working within a diverse community
- Strong interpersonal skills
- Strong organizational skills
- Adhere to time and attendance policies and maintain a record, in good standing, of regular and reliable attendance and punctuality to ensure the consistent engagement and learning of our students.



### Schedule

- Monday - 8 am to 5 pm
- Tuesdays - 8 am to 5 pm
- Wednesday, Thursday, and Friday - 8 am to 3:30 pm
- Once a month, usually the **First Tuesday of each month, requires Intensive Training 3:00-6:00**. Optional Community Dinner will be provided after training.
- Employee Appreciation Day - Paid Day for Community Activities
- Autism Advocacy Day - Paid Day for Advocacy Work

### Requirements

- Background Check
- Fingerprinting
- Active Aspire Registry [Register here <https://tinyurl.com/RegAspireID> ]
- Register for ECETP e-Learning [Register here <https://tinyurl.com/trainingECETP> ]
- ECETP Training: Mandated Reporter [Free, 5hrs, online] To be completed prior to start date.
- ECETP Training: Foundations in Health & Safety e-Learning [Free, 5hrs, online] \*completed before starting date.
- Training - CPR/Provision of first aid and emergency medical assistance
- Training - Use of an epinephrine auto-injector

The following documents will be required and are subject to review by TICP staff before placement offer:

- Qualifications: diplomas, certifications, and training through Aspire Registry, and Resumes
- Three (3) References, preferably from former employers
- Study Plan Documents if applicable. Documentation of current attendance if not otherwise qualified, documentation for a group teacher, if not otherwise qualified. Commitment letter and transcripts.

### Benefits

#### **Rate: \$90,000/year**

- Weekly Payroll
- Medical, Dental, Vision - effective immediately upon hire
- Mental Health Wellness Benefits
- Life Insurance
- Flexible Spending Account (FSA)
- Dependent Care Account (DCA)
- Health Saving Account (HSA)
- Commuter Benefits
- Financial Literacy Training & Support
- **Discretionary PTO Days:** 5 PTO days per calendar year to be used for sick or personal business
- **Discretionary Vacation Time:** 10 days per calendar year for prearranged vacation time
- **Predetermined PTO Holidays:** MLK Day, Presidents Day, Employee Appreciation Day (March), Autism Advocacy Day (April), Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Thanksgiving & Black Friday
- **Predetermined PTO Weeks:** Last week of August & the week between Christmas and New Years