

WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370
(209) 533-0510
www.watchresources.org

JOB DESCRIPTION

Title: Assistant Director of Visions **Classification:** Exempt, Full-Time

Reports to: Director of Vocational and **Grade:** EX-1
Adult Learning

Supervises: Instructors

Purpose: To ensure that each individual receives the vocational and educational services which meet their personal needs, that services are provided at the highest level of quality and that the staff are trained and supervised to accomplish this goal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned:

1. Assist in hiring and terminating instructional staff.
2. Supervise, schedule, and assign the work of instructional staff and program participants.
3. Provide departmental training/orientation to new staff.
4. Generate staff evaluations and plans of improvement. Annually work with staff to develop their individual goals. Throughout the year, schedule periodic meetings to review the progress for each of their goals. When necessary, generate appropriate disciplinary action. All disciplinary actions are to be reviewed with the Program Director and approved by the Executive Director prior to meeting with the staff person.
5. Provide and/or request resources and training for instructors in order to maintain quality programming and effectively meet the needs of each program participant.
6. Ensure staff-to-participant ratios are maintained.
7. Assist Director in compiling information for monthly management report.

WATCH RESOURCES, INC.

8. Ensure a safe environment for program participants, staff and guests.
9. Develop and supervise program curriculum and individual participant behavior management plans.
10. Supervise the development and implementation of client Individual Service Plans (ISPs) as follows:
 - Assure that the ISP's are prepared by instructional staff in a timely manner.
 - Review the ISP's to ensure that they are relevant, thorough, appropriate and well written. Review all recommendations for change with respective staff person.
 - Assure that the instructional program relates to the individuals needs.
 - Assure that plans are implemented.
11. Meet with parents, Service Coordinators, and other members of the ID Team to discuss program participant's progress and problems that are not of a routine nature. Make recommendations to Program Director.
12. Provide one on one counseling or supervision of program participant as needed.
13. Develop and maintain professional relationships with families, care providers, other support agencies as well as contact customers when needed.
14. Supervise staff administration and respective charting of participant prescribed medications as necessary. Maintain medications in a locked storage area.
15. Ensure the health, safety and well being of each program participant.
16. Ensure that the Wage & Hour Laws relative to sub minimum wage certification are maintained and adhered to.
17. Track contract billing and program participant attendance. |
18. Responsible for management information and program evaluation reports on a monthly basis.
19. Advise Program Director of program equipment, materials and supplies needed.
20. Fill in as an Instructor as needed.
21. Use personal or agency vehicle for agency business as needed.

WATCH RESOURCES, INC.

22. Attend staff and management meetings, educational training's, and other job related meetings as requested.

23. Assist in the preparation of and adherence to the agency budget.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable and individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

A. Education and/or Experience:

1. Bachelor's degree or the equivalent is preferred. Major in psychology, social work, education, rehabilitation or a related field. High School diploma required.
2. Experience in direct services to persons with disabilities, Additional experience may be substituted for educational requirements in item #1.
3. Experience supervising staff is preferred.
4. Experience in effectively teaching and training groups and individuals.

B. Working Knowledge of:

1. Disabilities and related characteristics of individuals, served by the agency, ability to deal positively and creatively with developmentally disabled adults.
2. Effective interpersonal communication skills.
3. Windows based computer programs in word processing, data base, and spread sheets, preferably Microsoft Office.

C. Language Skills:

1. Ability to communicate verbally and in writing.
2. Ability to make effective speaking presentations.
3. Excellent writing skills.

WATCH RESOURCES, INC.

D. Reasoning Abilities:

1. Follows written and verbal directions.
2. Ability to establish and maintain professional, cooperative relationships with area service clubs and other like organizations to promote WATCH.
3. Ability to make effective and timely decisions.
4. Ability to establish and maintain professional, cooperative, productive relationships with appropriate agencies, co-workers, Board Members, consumer families, and the general public.
5. Report incidents of real or alleged harm, abuse, or behavior changes to Director and appropriate agencies.
6. Ability to supervise Instructors.
7. Maintain composure and good judgment under stressful situations.
8. Ability to understand and assist in the preparation of the annual budget.

E. Certificates, Licenses, Registrations:

1. Must have and maintain a clear driving record determined by a Department of Motor Vehicle record.
2. Possession of a California Motor Vehicle Operators Class B License. Must be able to qualify for WATCH Resources, Inc. auto insurance coverage.
3. Health screening including a drug and alcohol screening and TB test performed by a WATCH Resources, Inc. designated physician verifying ability to complete job duties and confirming the absence of contagious disease.
4. Department of Justice criminal record clearance.
5. Possession of or the ability to acquire an American Red Cross First Aid and CPR Certification.

WATCH RESOURCES, INC.

SUMMARY OF CUSTOMARY PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Frequently (34-66%) Sitting, standing, walking, bending over, pushing/pulling, lifting/carrying less than 10 lbs., foot controls used, Repetitive hand use and Firm grasping required.

Occasionally (1%-33%) reaching overhead, balancing, lifting/carrying 20-50 lbs., Skin/hands in water and exposed to chemicals.

Hazards, Working Conditions, Equipment Used:

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Dust, Gas, Fumes, Hazardous Materials, Blood/Body Fluids, Marked Changes in Temperature

Equipment Used:

- Driving Vehicles/Equipment
 - i. Must be able to drive to and attend events and meetings as well as transport consumers.
 - ii. Commercial C driver license may be required.
- Operating Equipment/Machinery
 - Computer, Fax Machine, Calculator, Printer/Copier, Telephone*
- Personal Protective Equipment (PPE)
 - i. Safety Equipment - *ear plugs, goggles, etc*
 - ii. Equipment specific to job contracts and class activities - *landscape equipment, sewing machine, janitorial equipment, etc.*

Regarding Use of Senses: Hearing Impairment Acceptable, Color Vision Impairment Acceptable, Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required.

Work Environment: The work environment conditions described here are representative of those the Assistant Director may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- 1) Small to large in-door setting with central heating and air conditioning system, handicap accessible, noise level variable from low to moderately high, lighting provided by artificial means and windows;

WATCH RESOURCES, INC.

- 2) When facilitating or attending meetings at the main office: medium to large in-door setting with central heating and air conditioning system, handicap accessible, noise level moderate to high, lighting provided by artificial means and windows.
- 3) Out-of-doors, in and out of car or bus, weather conditions dependent on the season, temperatures: low, 30° to high, 100° plus.

I have read and understand and am able to perform the Essential Functions of the job of Assistant Director of Visions as outlined above. I have received a copy of this Job Description.

Printed Name _____ Signature: _____ Date: _____