



POSITION: ASSISTANT DIRECTOR OF WALDEN SCHOOL

The Assistant Director of Walden School is responsible for supporting the oversight of all aspects of daily operations of Walden School management and service delivery.

REQUIREMENTS:

- Advanced degree in human services administration, or related field, and experience as a human services professional working with deaf children or adolescents with emotional/behavioral challenges, including some leadership experience
- A minimum of conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred

SUPERVISOR: Walden School Executive Director

FUNCTIONS AND RESPONSIBILITIES:

1. Program Management

Support WS Executive Director in the development of annual program budget to be monitored regularly and reviewed quarterly.

Work with the leadership team to develop, revise and implement policies and procedures; ensure all employees are made aware of and held responsible for following policies and procedures.

Ensure that the program meets the regulations of the Massachusetts Department of Elementary and Secondary Education, the Massachusetts Department of Early Education and Care, and the Massachusetts Department of Children and Families, and all other relevant agencies as may be required.

Complete the paperwork and processes required to maintain licenses and renegotiate contracts with these agencies for submission to the Executive Director.

Assist in the maintenance and tracking of contracts and state approvals with agencies from other states who place students in Walden School.

2. Supervision

Provide direct supervision and assist in the supervision of other members of the Walden School leadership team.

Ensure that quality educational, therapeutic and residential services are executed in a manner compatible with the mission and philosophy of Walden School.

Provide direct supervision to the WS Leadership Team, Administrative Assistants, and the Food Service manager.

3. Program Development

At the direction of the Executive Director, implement a plan to ensure that schools and agencies serving children who might need Walden School services are kept informed of program development and current or anticipated openings. Complete the process necessary to obtain and retain COA and other accreditations.

At the direction of the Executive Director, implement options for the development of services as alternatives, or in addition to, residential treatment for the population served.

Work with the Executive Director and the Development Office to pursue grants and contracts applicable to the services of Walden School.

4. Financial Objectives

Operate the day-to-day operations within budget parameters, including minimizing overtime and other controllable expenses.

Complete payroll bi-weekly for review and approval by the Executive Director.

Some lifting may be required when working with young students or students with special needs, however, TLC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible. The diversity of our student population may require that some assignments have a heavier physical responsibility due to safety. If the opening for which you are applying will require more strenuous physical activity, the unique needs will be discussed at the time of interview.

Perform other tasks as assigned by the Department Supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.