

**JOB DESCRIPTION  
ADMINISTRATIVE DIRECTOR  
ABA ACADEMY**

**Statement of Purpose:**

The Administrative Director of the ABA Academy will ASSIST THE Clinical Director and the Operations Director with strategic leadership and management of the Academy including coordination, and management. The Administrator will ensure compliance with all state and federal regulations, licensure and accreditation, while maintaining high quality of service.

**Primary tasks, duties, and responsibilities:**

- Promotes and practices the Academy's mission and values and follows policies and procedures of the organization. Including disciplinary procedures, enforcement of school policies and procedures for staff and parents
- Provides strategic leadership, vision, and clear direction to the Academy. Assists with defining key goals, develops, and implements innovative methods to ensure the provision of adequate and appropriate services and profitably to grow business; helps craft future strategies to ensure the success of the organization's strategic goals.
- Assisting with recruiting, employing and retaining qualified personnel to maintain appropriate staffing levels to ensure adequate and appropriate services and business growth.
- Ensures program personnel have current clinical information and current practices; complies with applicable laws and regulations. Implements governing body directives and ensures that appropriate service policies are developed and implemented.
- Work closely with the Clinical Director, the School Board and the Department of Education on all service plans for the students.
- Maintains a close working relationship with the Executive Team.
- Ensures the accuracy of public information materials and activities.
- Engages in public speaking opportunities and education that promotes greater awareness of the ABA Academy and its mission, including working with the PTO and attending events promoting the organization
- Serves as an integral member of the organization's senior management staff and represent the organization in external ways to enhance its visibility, reputation, influence and fundraising capabilities.
- Assist with fundraising, special events, and grants.
- Assist in the promotion and recruitment of new students.
- And performing duties and responsibilities as directed by the management team and Board of Directors that are not included in this job description

**Physical Requirements:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the individual may be required to sit for long periods at a time; occasional travel, type using a computer keyboard; visually read information off of a computer monitor; orally communicate information over the telephone; hear; and lift up to 20lbs. Specific vision abilities required by the job includes close vision and color vision.

**Educational/Professional:**

1. Bachelor's degree required from an accredited college or university in education or related field preferred.
2. Minimum of 5 years' experience in management with business development, leadership and strategic project planning experience having measurable successful outcomes required.
3. An equivalent combination of professional experience and education may be considered as meeting the Education/Professional requirements.

**Knowledge, Skills and Abilities Required:**

1. Knowledge of state and federal regulations.
2. Ability to think strategically; design and implement long-term strategies and business plans.
3. Superb communications, presentation and marketing skills required; ability to persuasively convey the mission of the organization to diverse groups including vendors, consultants, Board of Directors, funding sources, organizational leaders and business partners.
4. Commands attention and action oriented. Can change tactics midstream and manage group processes during presentations or discussions.
5. Must be proficient using MS Office Suite, including PowerPoint.
6. Awareness and understanding of emerging technology and trends in school administration.
7. Ability to design, implement and direct multiple projects and policies, setting deadlines and ensuring program and policy accountability.
8. Critical thinker with demonstrated leadership skills, strategic planning and problem-solving abilities.
9. Ability to cultivate the creative ideas of others, make connections between ideas and project potential outcomes.
10. Excellent interpersonal skills, especially the ability to inspire.
11. Flexibility with work hours, nights and weekends may be required, including all outside events.
12. Demonstrates understanding and empathy to the parents and the children with Autism, Asperger's and related disabilities.

**Machines/Equipment, Tools Used:**

1. Personal computer
2. Phone
3. Fax
4. Presentation equipment

**Responsible to: Clinical Director**

In the event that a Direct Supervisor is absent or another member of the executive team, the Administrative Director can make decisions within the operating guidelines of the organization

**TO MAKE APPLICATION:**

Please send your resume along with a cover letter to [Marybeth@mbjgroup.com](mailto:Marybeth@mbjgroup.com) by April 6, 2018. The salary range for this position is 50,000 to 60,000.