

Program Director

Applications are being accepted for this key leadership position within PHILLIPS Programs. The PHILLIPS School ~ Annandale Program Director, reporting to the President & CEO, will be responsible for all aspects of operation of a 200 pupil campus for students with emotional & behavior problems, learning disabilities and other school challenges. The Program Director also oversees a staff of 150. The Program Director will ensure that PHILLIPS values of integrity, compassion, commitment, individualization, effectiveness, safety and community are fully integrated into the Annandale program.

Required Credentials:

- Master's degree in education or special education
- Special Education Certification
- Significant professional experience within a special education school
- Extensive supervisory experience
- Experience with non-public special education school management and administration preferred

Responsibilities and Duties

- Direction of education programs and related services
- Supervision of faculty and administrative staff
- Senior school official and liaison to parents and students
- Oversee transition to public school or adult services
- Manage school wide systems (i.e. IEPs, progress reports, budget, etc)
- Hire Manager and oversee ESY program
- Fiscal management, including participation in annual budget development
- Regulatory compliance
- External representation of program to professional community and community at-large
- Liaison to LEAs and other outside professionals

Qualifications and Skills

- Be approachable, creative, supportive and open to staff
- Understanding of strength-based behavior management approaches in working with special student populations; ability to convey positive and compassionate attitudes about students to others
- Creativity and skill in developing innovative approaches to service delivery
- Commitment to families and to forging meaningful partnerships with parents to help their children succeed in school
- Excellent communication skills
- Thoughtful decision making
- Ability to lead others
- Either have knowledge of or a willingness and ability to learn about community resources, both adult services and public school programs
- Excellent interpersonal skills
- Conscientious, detailed orientation toward administrative work
- Demonstrated conflict resolution and creative problem solving
- Demonstrated knowledge of federal education law, and applicability of IDEA and ESSA within a Virginia special education program
- Ability to learn school compliance and regulation processes

If you have a sincere interest, please send your letter of interest and resume.

Candidates will be interviewed by a panel of staff.

Mail: PHILLIPS Programs

Attn: HR

7010 Braddock Road

Annandale, VA 22003

EOE