

# Spectrum360, Verona, NJ

## ASSISTANT DIRECTOR/CHIEF OPERATING OFFICER

### **Spectrum360 Overview**

Spectrum360 has a long proud history of serving children with special needs, originating as an orphanage in Newark, New Jersey, in the 1880s. Today Spectrum360 includes two New Jersey State Board of Education approved schools, Academy360 Lower and Upper School, serving children ages 3-21 on the autism spectrum and with related disabilities. In addition, our adult program, Independence360, serves adults over age 21 and includes a Day Habilitation Program approved by DDD and Medicaid and an Employment Program approved by DVRS. There are many additional programs and services including After School, Respite, a Film Academy and Culinary Academy, horticulture program, etc.

### **Position Description:**

The Assistant Director/Chief Operating Officer (COO) will assist the Executive Director/Superintendent (CEO) in meeting his/her responsibilities, executing all delegated assignments and strategies as required, and develop ideas and strategies as a partner to the CEO.

### **Responsibilities:**

The primary responsibilities of the COO are working collaboratively with the CEO, ensuring that all policies and procedures and state and federal requirements are followed, and providing required training for staff. The COO will be responsible for all tasks assigned by the CEO to ensure that the day-to-day operations and new initiatives of the organization run effectively and efficiently, and for executing Spectrum360's strategies and mission. Specific responsibilities include:

### **Spectrum360**

#### **Personnel**

- Developing and coaching staff, focusing on student and adult achievement.
- Implementing and reinforcing Spectrum360's strategy, mission, goals, and values to all staff, creating appropriate rewards/recognition and coaching practices to align personnel with Spectrum360 goals.
- Driving performance/outcome measures across Spectrum360 programs.
- Managing resources—working with Human Resources and department/program heads.
- Maintaining and regularly reviewing the Spectrum360 Employee Handbook.
- Maintaining a collaborative working relationship with all members of Spectrum360 staff.

**Finance** - Assisting in the development of and adherence to the annual budget.

#### **Public Information**

- Involvement and engagement in all Public Relation matters as well as marketing efforts.

- Representing the Executive Director/Superintendent when necessary at various functions.

**Meetings** - Involvement and engagement at various organization meetings including but not limited to ASAH, NAPSEC, Autism New Jersey, and North Jersey Coalition of Adult Programs and other regional and interstate agencies and national meetings, Leadership Team meetings, Board of Directors meetings, and other administrative meetings, ensuring agreed upon action plans are completed.

### **Parent Relations**

- Promoting communication and collaborative relations in support of students' families.
- Periodically meeting with the PSO, parents of adult clients, and the Parent Ambassadors to facilitate communication and support their efforts.

### **Physical Facility/Safety**

- Providing guidance and direction to the Director of Maintenance, ensuring that the physical facilities and vehicles are safe and properly maintained.
- Working collaboratively with the Director of Maintenance.

**Expansion projects** – Assist and/or manage various aspects of project.

**Development** - Involvement and engagement in all development efforts and events.

### **Academy360 Schools**

- Ensuring all policies and procedures required by federal and state code are developed and implemented.
- Responsible for the process of securing and maintaining Middle States accreditation.

### **Independence360**

Medicaid Compliance - Ensuring that the Medicaid Compliance Plan for Independence360 is completed, implemented, and adhered to.

CARF Certification - responsibility for applying for CARF certification and meet all the requirements to secure and maintain this certification.

DDD Habilitation Program and DVR Employment Program - Ensuring that policies and procedures are developed and maintained to meet all requirements.

### **Qualifications/Skills:**

- Master's Degree in Special Education, Psychology, or ABA required; Ph.D. preferred.
- Experience working with disabled populations.
- Experience working for a school, as a principal, and/or for a non-profit preferred.
- Proven leadership experience with a solid track record of collaboration.

- Demonstrated experience executing projects and in developing and implementing operating systems.
- High level of integrity and strong work ethic.
- Highly motivated self-starter with professional demeanor.
- Proven track record of implementing change management and lean management systems.
- Effectively interacting and communicating both orally and in writing.
- Experience in presenting effectively to small and large groups.
- Supervisory experience including oversight of multiple departments/programs
- Effective team building, group leadership, and inspiring/leading professional employees in the achievement of desired outcomes; collaborative team player.
- Ability to exercise a high degree of initiative and judgment, to analyze complex issues/problems.
- Exercises discretion in dealing with sensitive information; maintains confidentiality.
- Flexibility to respond to shifting priorities and remain calm under pressure.
- Technical proficiency, including Google Apps.

Please send resume, cover letter, and three professional references to Cheryl Billand at [cbilland@spectrum360.org](mailto:cbilland@spectrum360.org) by **August 3, 2018**.