



## Job Description

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|----------------------------|-------------------------------------------------|
| <b>Position:</b>           | Executive Director                              |
| <b>Reports To:</b>         | Cincinnati Center for Autism Board of Directors |
| <b>Job Classification:</b> | Salary – Exempt                                 |

### Role Summary

The Executive Director of the Cincinnati Center for Autism (Center) is the key management leader responsible for the effective operation of the Center including planning, staffing, directing and managing all instructional, business, and other operations of the Center. This role administers and supervises the Center and its employees, provides leadership and guidance, and serves as a strong advocate for the Center's core values.

### Responsibilities and Duties

Reporting to the Board of Directors (Board), the Executive Director supervises and ensures adherence of the Center's daily operations to established policies and legal guidelines including, but not limited to financial, record keeping and employment.

### Board Collaboration

- Responsible for communicating effectively with the Center's Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Collaborates with the Board to establish and change policies for overall program development, services provided and implementation.
- Schedules regular meetings and prepares the agenda in advance to discuss changes and share updates happening in the Center.

### Staff Leadership

- Provides leadership to and manages the efforts of Center's staff; conducts regular staff and management meetings; ensures Employee/Parent Handbook is updated and distributed regularly.
- Manages recruitment and hiring of all staff.
- In partnership with Lead Staff, determines staff's annual merit increases and oversees execution of annual staff evaluations by providing input, reviewing, participating and attending evaluations as needed.
- Collaborates with Lead Staff in creation of the programs for the orientation of new staff, in-service training, and other professional development.
- Collaborates with Lead Staff in the development and implementation of curriculum and the educational/behavioral programs.

### Center Programs and Curriculum

- Monitors with management team student performance and assigns students to the appropriate classroom and student to teacher ratios.

- Schedules and conducts intakes, tours, and oversees new student enrollment process.
- Works with Assistant Director on the staff assignments for insurance-based services.
- Serves as a liaison with the local school districts for all Center students.
- Negotiates and writes all agreements for school district placements and outside resources (i.e., music therapy, consultants, etc.).
- Coordinates with Assistant Director attendance at IEP/ETR meetings.
- Maintains licensure requirements through continuing education.
- Facilitates periodic audits, compliance activities and accreditation reviews.
- Maintains frequent and regular communications with families; participates with PTO meetings; ensures Parent Handbook and Center Event Calendar are updated and distributed regularly.
- Oversees with Assistant Director staff communication going to parents and outside agencies.

### **Community Engagement**

- Ensures the Center participates appropriately in community meetings and events (i.e.; Regional Autism Advisory Council, Autism Expo, MU & UC Learning Fairs and Department Presentations, etc.).
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.

### **Financial Responsibility**

- Demonstrates a comprehensive understanding of the Center's fiscal operations.
- Responsible for the development of annual budget with input from key Management; ensures all invoices, donations, deposits, etc. are processed accurately and timely.
- Works with Organizational Administrator to ensure all insurance requirements (i.e., health, liability, vehicle, etc.) are updated and paid yearly.
- Works with Facilities Maintenance Technician ensuring grounds and building are maintained; participates in building inspections as necessary.

### **General Responsibilities**

- Collaborates with the Board to develop academic/behavior programs, support fund raising, marketing, facility planning, long-term planning, financial planning, and mission of the Center.
- Maintains confidentiality and demonstrates proven sensitivity to the various cultural and socio-economic characteristics of the Center for clients and staff.
- Performs other related duties as assigned by the Board of Directors.

### **Qualifications:**

- Master's in Education, Educational Administration, or related degree is required.
- Five (5) years administration experience.
- Demonstrated leadership skills including the ability to hire, evaluate and develop quality staff.
- Experience developing comprehensive student programming in all curricular areas.
- Effective interpersonal, oral and written communication skills and an ability to relate to diverse age and demographic backgrounds.
- Excellent organizational, management and small group leadership skills.
- Demonstrated ability to establish a work environment that promotes collaboration and cooperation among staff.