



Program: Daily Adult Day Training
Title: ADT Program Supervisor
Hours: Monday – Friday, 8:00 – 4:00 p.m.
Reports: Director of Adult Day Program

Purpose of Job: Primary focus is to provide classroom instruction, curriculum development, supervision and related services for adult day training program at Schott Communities for clients with mild/moderate disabilities. The supervisor is responsible for participant's Implementation Program's (IP) goals and objectives.

Principal Responsibilities Include:

- Implement the ADT Curriculum.
- Prepare weekly lesson plans following the ADT Curriculum format.
- Supervise the activities and assignment of the teacher's aide with individual participants or groups of participants in the classroom.
- Conduct annual IP meeting to agree on goals for participants, write Implementation Plan and monitor participant's progress in goal areas.
- Assist with Quarterly reports on participant's progress by providing weekly progress notes to ADT Director.
- Collect and monitor data related to Individualized Implementation Plans, participant's attendance and other instructional and administrative areas as needed.
- Assess developmental functioning and learning skills of participants in all areas, at regularly planned intervals using the ADT Curriculum assessments.
- Attend team meetings and Parent/Guardian and Support Coordinator conferences as needed.
- Make parent contacts, provide for transition of instruction to home and invite parents for school visits.
- Manage schedule of activities, adjust as needed and provide alternative instruction when necessary.
- Implement the policies and procedures contained in the ADT Program Manual.
- Help to train volunteer staff.
- Supervise staff with client safety and wellbeing as a primary objective.
- Attend periodic sessions and courses to follow APD guidelines and regulations.
- Coordinate Special Activities with Program Coordinator under the direction of the Program Director.

Skills/Experience:

Bachelor's degree with E.S.E. training required. Degree in Psychology, Case Management or Special Education preferred. Minimum of three to five years of experience working with developmental disabilities preferred.

Please do not call. Send resume/cover letters to dsilverman@schottcommunities.org.