GENERAL FUNCTION:
Responsible for the administration and direction of various services for adults diagnosed with developmental disabilities, ages 17 and up, through the Brunswick Community College Interagency Program. These services include Adult Ed, Adult Developmental Vocational Program activities, Supported Employment, Long Term Support, and Community Guide.

ESSENTIAL DUTIES:
- Administration of 14 adult education classes, serving 130 students. Holds weekly meetings with students and their parents/guardians to develop goals/objectives for their Individual Habilitation Plans. Provides agency tours and explanations to citizens and potential students every month and train staff in recruiting methods.
- Identifies, purchases and implements age appropriate course materials for adults with mental retardation. Approves lesson plans, field trip requests relating to educational curriculum and Special Olympics events involving BIP staff every week.
- Reviews a variety of reports and documents related to attendance, risk assessments, participant progress on a weekly basis. These include student charts, monthly progress reports, seizure reports, accident/incident reports, social and educational histories, resumes, Literacy Education Information System (LEIS) data forms submitted by instructors, quality improvement projects, etc...
- Supervise staff that administer CASAS (Comprehensive Adult Student Assessment System) pre and post test. Understands and correlates CASAS tests to BIP curriculum. Possesses a current knowledge of NRS benchmarks (National Reporting System).
- Approves timesheets, rosters, contracts, attendance sheets, travel requests, mileage sheets, leave slips, letters, price quotes, and purchase orders on a monthly basis. Responds to RFP's annually.
- Prepares confidential statements, reports to partnering agencies, contracts, job descriptions, evaluations, memos, budgets, grants, travel routes, travel requests, requisitions, etc.
- Oversees employment crews, maintain NC mental health license, sheltered work shop certificate, and national accreditation.

MINIMUM REQUIREMENTS:
- Master's degree or equivalent; four to ten years related experience and or training
- Qualified Developmental Disabilities Professional
- North Carolina Intervention Certification
- Person Centered Planning Certification
- Demonstrated excellent interpersonal, oral written communication. Ability to read, analyzes, and intercept general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to work additional hours including weekends as needed due to special events and meetings.

OTHER RELEVANT KNOWLEDGE, SKILLS, AND ABILITIES:
- Establishes, nurtures, and maintains positive external and internal relationships with individuals, businesses, and community-based organizations that support the College’s outreach efforts.
- A strong commitment to the mission of the community college.