

Vacancy Posting

- Position Available:** Post-21 Program Executive Director
- Job Goal:** The ESCNJ Post-21 Program Executive Director shall provide oversight and management of the ESCNJ Post-21 Program.
- Start Date:** TBD—(pending criminal history review)
- Min Qualifications:**
- Graduated from an accredited college or university with a Bachelor’s degree in a related field; **and**
 - Supervisory Managerial Experience preferred: **and**
 - At least 5 years of successful experience and training necessary to work with adults with disabilities.
 - Such alternatives to the above qualifications as the Board of Directors deems appropriate and acceptable under state law.
 - State, Federal Criminal Background checks and Central Registry check at the time of hire; **and**
 - Successfully complete trainings required by the Division of Developmental Disabilities.
 - Experience with Department of Developmental Disabilities and Medicaid Required.
- Requirements:**
- Cover letter
 - Resume
 - 3 letters of reference
- Responsibilities:**
- Administer the rehabilitation and other adult programs effectively in all its facets.
 - Interpret and implement the ESCNJ Post-21 Program policies and NJ Division of Developmental Disabilities policies and administrative regulations.
 - Manage the rehabilitation and other adult programs in accordance with NJ Division of Developmental Disabilities policies and regulations, budget limitations, and employee and other related contracts.
 - Assist in recruiting, screening, hiring and training, assigning and evaluating of the rehabilitation and other adult program staff.
 - Provide leadership and support of all staff assigned to the rehabilitation and other adult programs.
 - Use of available resources of the Commission and the Community in developing the most effective rehabilitation and other adult programs.
 - Develop a program of public relations in order to further the community’s understanding and support of the rehabilitation and other adult programs.
 - Establish and maintain positive relationships with local, state, national and international organizations to support adults with disabilities.
 - Prepare all reports required by law or requested by the Educational Services Commission of New Jersey Board of Directors or Superintendent of Programs.
 - Responsible for maintaining all records for the ESCNJ Post-21 Program and for the timely submission of reports as required.
 - Work collaboratively with all staff including adults in programs and other interested parties to promote growth in all facets of the programs.
 - Performs such other duties as may be assigned from time to time by the Educational Services Commission of New Jersey Board of Directors or Superintendent of Programs.

Send requirements to:
Director of Human Resources
Mrs. Nadia Romano

nromano@escnj.k12.nj.us By March 8, 2019

ESCNJ is an EOE/AA Employer