

MAYOR

WEDIKO SUMMER PROGRAM

Job Summary

The Mayor manages all essential functions of the academic component of The Wediko Summer Program which is known as Think City. The Mayor provides direct leadership, management, and supervision of all academic components related to Think City. The Mayor is responsible for structuring and managing classrooms that are conducive to learning for all students. The Mayor is responsible for creating and implementing a program wide curriculum that will allow students to practice skills in a classroom setting. The Mayor collaborates with other program leadership team members and outside providers as needed to ensure that our students are able to experience academic success in the classroom.

Essential Functions

Structuring and managing classrooms that is conducive to learning, which includes, but is not limited to:

- Assigning students to classrooms based on academic, learning, and clinical needs
- Overseeing the development of lesson plans created by Lead Teachers
- Facilitating ongoing professional development and direct supervision for the Assistant Mayor and teaching staff
- Observing classrooms to ensure curriculums and lesson plans are being carried out with fidelity
- Consistently teaching and modeling appropriate interactions between staff and students in a variety of social situations
- Teaching and modeling behavioral interventions as taught and outlined in training model
- Utilizing approved behavior management techniques including use of de-escalation room and therapeutic holds when de-escalation and/or physical intervention is necessary for crisis management
- Maintaining a physically and psychologically safe environment by responding to and reporting safety concerns to appropriate staff in a timely manner
- Utilizing agency policies when responding to emergencies

Creating and implementing an academic curriculum that will be utilized throughout the program, which includes, but is not limited to:

- Understanding and working knowledge of the clinical, academic, and learning needs of each student
- Setting achievable learning objectives for each classroom
- Creating a curriculum that focuses on Math and Literacy subjects and is integrated with Science and Social Studies
- Communicating and problem solving with guardians, teachers from sending school districts, and other outside providers about the academic success of students as needed
- Communicating with the Department of Education in New Hampshire as needed
- Collaborating with team members, Clinical Group Supervisors, Nurses, Family Clinicians, Program Coordinators, Program Managers, and Program Directors to ensure students are receiving the best treatment and care possible during the program

Providing ongoing administrative functions related to the implementation of the curriculum, which includes but is not limited to the following:

- Helping review applications and participation in the interview process for teaching staff candidates
- Attending program leadership meetings
- Maintaining regular weekly office hours for the timely completion of all administrative functions
- Ensuring the necessary materials are ordered and ready for the duration of the program
- Facilitating daily supervision and planning meetings
- Completing necessary documentation related to phone calls, planning meetings, and safety/wellness concerns
- Completing agency required discharge paperwork to fidelity
- Participating in all orientation week activities
- Maintaining confidentiality in regards to staff and student HIPAA protected or other sensitive information
- Utilizing existing performance feedback tools for supervised staff

Minimum Requirements

- Advanced Degree in Education or a combination of education and relevant experience
- Experience managing a staff team in an academic setting
- Strong communication and interpersonal skills.
- Ability to approach personnel challenges in a supportive and creative manner
- Excellent organizational skills

Abilities Required

Employees are responsible for transportation to one of the pick up and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the New Hampshire campus. A driver's license is convenient; but it is not necessary to perform work responsibilities. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children's Services to accommodate the limitation.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Category	Manager
Exempt/Nonexempt	Exempt

Department	Wediko Summer Program
Supervisor	Summer Program Director
Last Revised	12/14/16 MAO