



ABC of NC Child Development Center

3904 Old Vineyard Road
Winston Salem, NC 27104

(336)251-1180 (o)
(336)251-1181 (f)

Educational Consultant

This position reports to:

Executive Director

Senior Educational Consultant

The following positions report to this position:

Lead Teachers

Teachers

Teacher Assistants

Job Summary:

Develops individualized educational programs, trains and supervises staff, provides ongoing evaluation of ABC of NC services, performs administrative duties.

Key Responsibilities:

1. Conducts skills assessments and functional behavior assessments
2. Develops and supervises implementation of Individualized Education Programs (IEPs)
3. Communicates with executive director and/or direct supervisor regarding student progress
4. Trains staff and parents/guardians in teaching methodologies and strategies
5. Constructs/utilizes appropriate curricula to teach skills across all domains (e.g. communication, play, self-help, academic)
6. Supervises and observes teaching staff and provides ongoing written and verbal feedback to supervisees
7. Leads team meetings, workshops, training seminars, etc.
8. Collects, compiles, and graphs data for programs
9. Provides written reports from team meetings, staff observations, school observations, and family trainings
10. Facilitates student transitions to other services when appropriate
11. Works constructively and cooperatively with professionals from other organizations (e.g. school district personnel, speech/language pathologists, case managers, etc.)
12. Participates in continuing education activities within and outside of ABC of NC and stays abreast of current research in the field of autism treatment/education
13. Attends and contributes to staff, lead teacher, enrollment, and other meetings
14. Monitors staff morale, evaluates policies and procedures, and provides strategies for improvement to the management team
15. Develops and/or refines ABC of NC programs/services and written materials to serve the current market
16. Markets ABC of NC programs through community tours, research presentations, conference participation, and vendor booths

17. Performs administrative duties (e.g. billing reports, etc.) as outlined by the Policies and Procedures Manual
18. Assists senior educational consultants and executive director as needed

Physical Requirements:

1. Must be able to observe and move with children in their natural environments (e.g. home, school and outside or in community on peer dates)
2. Must be able to demonstrate working and playing with children
3. Must be able to type on a computer keyboard

Qualifications (Education, Experience, Knowledge, Skills):

1. Four-year degree from a college or university in a related field
2. Prefer certification in a related field (e.g. behavior analysis, special education, etc.)
3. One year of full-time employment as a lead teacher or equivalent position
4. Demonstration of superior teaching skills and clinical judgment with children across the autism spectrum
5. Demonstration of exceptional organizational and time management skills.
6. Demonstration of willingness to expand teaching skills/knowledge
7. Computer skills including strong Word skills and basic Excel skills, including graphing
8. Fun, upbeat, energetic and creative
9. Strong communication skills, including writing, oral presentation, and listening skills
10. Demonstration basic knowledge of skill assessments, curricula, autism, typical child development and behavior analysis
11. Pass a criminal background check
12. Present a professional physical appearance according to employee guidelines