Lafayette Industries is currently searching for a Director of Programming. This position is located at its West facility but will regularly work at both locations. If, after reviewing the following information, you are interested in applying for the position, contact Judi Hellman in person, at 636-227-5660, ext. 1120 or send an e-mail to jhellman@lafayetteindustries.com. Questions regarding the position should also be directed to Judi.

**TITLE:** Director of Programming  
**FLSA Classification:** Exempt  
**Reports to:** COO  
**Hours:** 7:30 a.m. – 4:00 p.m.  
**Original Date:** 11/23/2015  
**Key Interfaces:** All Lafayette staff and workers, service providers and agencies, parents, board members and civic leaders

**Qualifications:**

**Education:** Bachelor’s degree in a related field, master’s degree preferred.

**Experience:** At least ten (10) years of progressive responsibility in related educational field or program management for an organization providing employment or programming services to individuals with disabilities

**Skills:** Leadership/strategic thinking/results driven/decision making/demonstrated experience in program development and instructional process for this unique population/skilled in organizational development, personnel management, budget and resource development, and strategic planning/excellent people skills, with an ability to partner with a dynamic leadership team/possess personal qualities of integrity, credibility, and commitment to corporate mission/flexible/able to multitask/can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions/demonstrated resourcefulness in setting priorities and guiding investment in people and systems.

**JOB SUMMARY:** The Director of Programs supports an organization providing employment choice to individuals with disabilities by developing, refining and implementing programs and activities which will provide opportunities for higher quality of life by using and enhancing the workers’ skills to further enterprise in St. Louis. The Director of Programs is responsible for managing current programs and for committing to program expansion by developing new initiatives while ensuring operating efficiency. They are a key member of the management team and work closely with other senior staff to achieve the organization’s strategic goals. The position accomplishes this through a respectful, constructive and energetic style, guided by the mission and objectives of the company.

**ROLES AND RESPONSIBILITIES**

- Establish processes and interventions that set Lafayette apart by providing a multi-tier approach to employment including training support and skills enhancement to skills based employees tailored to their disability, ensuring they meet quality standards and production goals while engaging in safe work practices, and appropriate workplace behavior; make appropriate recommendations for each employee’s placement out of the training program.
• Partner with senior leaders to align programs with Lafayette’s short and long-term strategic goals; lead a cross-functional team to define and implement programs including a social emotional curriculum embedded into the work day.

• Develop new initiatives that positon Lafayette Industries’ programs as integrated in the employment choice spectrum working closely with the Chief Executive Officer, Sr. Staff, and Board of Directors as well as partner agencies.

• Manage PLB and DESE contracts, including developing, implementing and monitoring systems for record-keeping, service provision, budgeting and reporting.

• Develop training programs for staff that enhance their abilities and knowledge in working with individuals with disabilities, especially within the Autism spectrum.

• Establish standardized intake processes including skills assessment and placement. Develop individual goals, support and progress reporting as well as procedures and for intervention and de-escalation of employee conflicts. Provide timely and meaningful communication for guardians, family members and referral source case managers.

• Ensure that written documentation and productivity records are kept current according to established regulatory requirements; maintain accurate service delivery records, and comply with grant funding record keeping requirements.

• Create a social development program for skills based employees that includes parent/family involvement; manage volunteers.

• Maintain and build relationships with current and future program partners, such as PLB, DESE, school districts, etc.

• Attend meetings with partners and others on behalf of Lafayette Industries.