



---

**Job Title:** Site Facilitator  
**Employment Status:** Full Time - Exempt (Salaried)  
**Reports To:** Program Director  
**Hours:** Monday - Friday, 8:30 AM - 5:30 PM

---

**Job Summary:** The Site Facilitator is responsible for ensuring Individual Program Plan (IPP) goals and objectives are carried out for students served and that the Program is appropriately implementing each student's functional goals and augment their progress. The Site Facilitator is responsible for supervising /training employees according to VAC's instructional methods, policies, techniques and standards. The Site Facilitator, in collaboration with the Program Director will ensure the program meets its contractual obligations.

**Job Requirements:**

- Ensure student and employee safety at all times.
- Assist in the development of, and maintain and implement programs for students with various functional/cognitive levels on the Autism Spectrum and/or with other developmental disabilities.
- Train, supervise, direct and evaluate the work of Program Managers with an emphasis on a team-based approach.
- Facilitates all required meetings/trainings, including presenting goals and progress at IPP Meetings.
- Coordinate one-on-one meetings as needed to ensure the quality of each student's program
- Review, attend and coordinate Instructional Assistant evaluations according to scheduled dates
- Compose and deliver semi-annual and annual evaluations for Program Managers
- Review incident reports and distribute to HR and appropriate agencies.
- Coordinate and conduct the interview and selection of new Instructional Assistants.
- Conduct and coordinate program specific on-boarding training for new Instructional Assistants.
- Maintain a professional and objective relationship with students, parents, VAC vendors, supervisors and other employees.
- Protect and uphold student confidentiality at all times.
- Correspond with Behavior Specialist regarding individual student programs specific to behavioral needs.
- Address parent questions and concerns regarding student programs.
- Collaborate with Program Director to coordinate and conduct employee training and in-services.
- Review and conduct disciplinary discussions with the assistance of Human Resources.
- Perform other related duties as assigned.

**Job Qualifications:**

- 4 years supervisory experience at VAC or similar school setting, or licensed child care center.
- Demonstrated knowledge of Behavior Modification and Applied Behavior Analysis techniques.
- Ability to communicate effectively (oral and written) with students, parents, VAC vendors, supervisors and other employees.
- Ability to work as a team, actively participate and collaborate with other team members.
- Knowledge of crisis management techniques required.
- Ability to maintain composure, remain objective, demonstrate sound judgment and react effectively in challenging situations.

- Must possess the following competencies: analytical, problem solving, delegation, dependability, initiative and sound decision making.
- Prior experience working with individuals with Developmental Disabilities required.
- Flexible and adaptable to program and organizational changes.
- Exhibits a positive, solution oriented and motivating demeanor at all times.
- Proficient in computer applications including all Microsoft Office programs.

**Educational Requirements:**

- Minimum BA (or equivalent) in psychology, child development or related field preferred; or equivalent experience and/or combined education.
- 12 child development semester units (or equivalent), with a minimum of 3 units in each of the following areas: child growth and development, child family community and program curriculum. Official transcripts will be required when applying (Social Skills, Preschool, and Intermediate Afterschool only).

**Physical Requirements:**

- Lifting and carrying up to 60 lbs. with assistance.
- Frequent squatting, sitting, walking, standing, bending and twisting, kneeling, crawling, climbing.
- Simple grasping with both hands and fine manipulation with both hands.
- Occasional running, pushing and pulling, reaching above and below shoulder level.
- Regular exposure to excessive noise levels.
- Walking and running on uneven surfaces.
- Regular exposure to outside elements, including excessive heat, direct sunlight, cold, wind or rain.

**Certificates:**

- CPR/First Aid card required or must be obtained within 3 months of employment and kept current throughout duration of employment.
- Completion of Behavior Modification training within 3 months of employment.

APPROVED BY:

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

I have read this Job Description, acknowledge receipt, and understand its requirements. I am able to perform these duties as indicated.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

VAC is an equal employment opportunity and affirmative action employer. We are committed to engaging in affirmative action to increase employment opportunities for females, minorities, protected veterans and individuals with disabilities.