

# Position Description

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

| <b>General Information</b>   |   |                                       |
|--|---|---------------------------------------|
| <b>Position Title:</b><br>PAX GBG Program Manager                                      | <b>Location:</b><br>Main Office/Program Site(s) | <b>Date:</b><br>February 2018         |
| <b>Reporting Relationship(s):</b><br>Position reports to the Director, School Services |   | <b>FLSA Classification:</b><br>Exempt |

## **General Summary**

Under the general supervision of the Director of School Services, this individual will oversee and support the coordination, planning, and implementation of PAX Good Behavior Game. The Program Manager's primary responsibilities are to ensure adherence to evidence-based programming in accordance with OASAS standards and guidelines. This individual will coordinate, plan and directly oversee the delivery, implementation and evaluation of PAX Good Behavior Game (GBG) Program and PAX Partners.

## **Duties and Responsibilities**

- Assist the Director of School Services in recruiting, screening, and training qualified staff.
- Facilitate individual (twice per month) and group supervision (once per month) and be available to provide support as needed.
- Assess PAX Partner's performance through classroom observations, the presence or absence of coaching actions and give effective feedback to ensure success of PAX Partners.
- Conduct monthly site visits to each school site to ensure PAX GBG core components are consistently implemented among students, teachers and relevant school staff.
- Attend quarterly data meetings as schedule permits, and prepare PAX Partners to facilitate positive, relevant and effective meetings.
- Attend scheduled meetings between PAX Partners and school Administrators.
- Coordinate and oversee all PAX Partner trainings, including new teacher, PAX next steps and webinars.
- Continually monitor PAX to ensure the program is meeting OASAS, DCFS and SCSD performance and program goals, and problem-solve as appropriate to ensure the success of the program.
- Collaborate with school staff and administrators, school decision-makers and program stakeholders to promote sustainability and growth of PAX.
- Encourage the growth and sustainability of PAX by sharing ideas to enhance effectiveness of program.
- Attend scheduled meetings between PAX Partners and school administrators.
- Foster positive teacher/support staff/administration relationships.
- Assists with proposal writing and fund development to support programs and/or create new programs
- Represent Contact and the School Services Department in conferences, meetings and trainings.

# Position Description

- Submit request for approval to supervisor prior to purchase for all program activity supplies, activities and events.
- Perform other duties as requested by supervisor.
- Participate in budget meetings and monitor program revenue/expenses.
- Implement the agency's performance management process

## Maintenance of data:

- Monitor PAX Partners to ensure weekly, monthly and quarterly data is accurate and timely.
- Analyze and report school/district outcome data and compile monthly and quarterly reports as required by funders.
- Enter and submit required data to OASAS monthly

## Education Requirements

Master's Degree in behavioral health, teaching or other related human service field required. Bachelor's Degree plus relevant experience will be considered.

## Previous Experience Requirement

Minimum of 3 years of experience providing social, emotional, behavioral or mental health programming/services and training to teachers in a school-based setting; and supervisory experience desirable. Experience working with Excel and/or a computer database system.

## Knowledge and Skills Needed to Perform Effectively in this Position

- Demonstrated capacity in program development and evaluation.
- Word-processing and database proficiency
- Strong leadership and communication skills
- Organizational and time management skills

## Additional Requirements

- Incumbents in this position will be expected to work between 35 and 40 hours per week as job requirements and school calendars dictate
- Evening and weekends hours are occasionally required
- Must be fingerprinted to be submitted for criminal background checks
- Valid NYS Driver License
- Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
  - Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools
  - Obtainment and transport of supplies and equipment
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

## Physical Dimensions (Job-related physical abilities and individual needs to possess in order to perform the job in a satisfactory manner)

- This position may involve extensive walking and driving and lifting up to 20 pounds

Contact Community Services, Inc.  
6311 Court Street Road  
East Syracuse, NY 13057

# Position Description

---

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

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

Date: \_\_\_\_\_