

## **Residential Division Leaders**

**Job Location:** Boston Higashi School, Inc., 800 North Main Street, Randolph, MA 02368

### **Job Duties:**

Applying the employer's procedures and techniques under the direction, and subject to the approval, of the Residential Director and Assistant Residential Director, and applying a sound understanding of Daily Life Therapy (which draws on principles of group dynamics and whole language instruction, and provides art, music, physical, and social education without medication), a Residential Division Leader oversees a division of up to 14 of the approximately 100 students housed in dormitory-style in the employer's residential program for children and young adults, mostly at the severe end of the Autism Spectrum.

Specific duties include:

1. Planning and organizing residential program events, subject to approval by Residential Director or Program Committee.
2. Evaluating and analyzing student abilities, needs, and issues, and confer with staff on developing appropriate plans.
3. Coordinating daily student coverage by staff (Residential Instructors I and Residential Instructors II).
4. Training staff in Daily Life Therapy methodology.
5. Reviewing policies and procedures with, and evaluating, staff.
6. Overseeing the preparation and development of student educational assessments, rehabilitation plans, and quarterly progress reports by staff.
7. Providing staff training.
8. Communicating on a daily and ongoing basis with the Residential Director about staff, student, and schedule matters.
9. Communicating and collaborating with parents to discuss options and implementation of rehabilitation plans and goals.
10. Providing support to staff in the course of monitoring division operations.
11. Managing aberrant student behavior in a group setting using non-aversive techniques including de-escalation, escorts, and restraints.
12. Modeling appropriate instruction techniques for staff in the course of participating in student activities, attending to the personal needs of students, and assisting students to achieve their residential goals.
13. Communicating with staff about student and program issues.
14. Preparing and maintaining records and files and recording issues that may arise.
15. Monitoring and recording student progress.
16. Participating in student activities, attending to the personal needs of students, and assisting students to achieve their residential goals through the teaching of daily living, social, recreational, and community skills.
17. Providing CPR, First Aid, and non-abusive psychological and physical intervention as necessary.

Travel requirement: Less than 4 times a week to accompany students to nearby establishments (e.g., community centers, supermarkets, restaurants). No overnight travel.

**Requirements:**

Employer requires a Bachelor's degree in Education, Psychology or a closely related field, and two (2) years of work experience as a Residential Instructor of autistic students in a program using non-abusive psychological and physical intervention techniques, including experience serving as a mentor to less experienced Residential Instructors.

All years of experience may be gained concurrently.

Salary: sixty-two thousand five hundred dollars to seventy-two thousand five hundred dollars per year

Applicants can send resumes to the employer's address indicated above Attn: T. Wietecha or apply via email at [tara.wietecha@bostonhigashi.org](mailto:tara.wietecha@bostonhigashi.org).