Executive Director

The Executive Director is responsible for overseeing the business and management functions at Connected Circles. Working as part of a collaborative leadership team model, the Executive Director will coordinate and ensure the wellbeing of Connected Circles in the areas of: student success, academic programming, therapeutic and vocational supports. The Executive Director will provide specialized instruction as outlined in the student's IEP.

Qualifications: Licensed as a VT School Administrator
Licensed as a Special Educator

Responsibilities:
- Ensures Connected Circles provides services to students consistent with its mission and vision
- Coordinates with other staff to report quarterly to the board of directors
- Oversees Connected Circles annual budget and monitors its' financial health.
- Oversee the work on Connected Circles leadership team
- Oversees all educational aspects of the program
- Oversees student educational records (e.g, IEP's, progress reports, transcripts) consistent with AOE guidelines
- Provides training and consultation to meet the needs of students
- Case Manages and oversee the academic program for all students
- Manages the student referral process
- Ensures and oversees that Connected Circles is in compliance with policies, rules, and standards as required by state law
- Provides specialized instruction as indicated in student IEP's.
- Develops the student and staff schedules
- Serves as the Human Resources Coordinator; maintains employee records, oversee the hiring and supervision process of all staff.
- Manages all insurance policies and compliance

Additionally:
- Comply with all policies and procedures as set out in the Connected Circles Employee Handbook
- Participate in all required meetings as well as in-service trainings and staff development activities
- Transport students as necessary for school activities
- Complete other duties as assigned