

Position: Children and Youth Services Manager

Supervisor: CVI President/CEO

Category: Full-time, Exempt

Organization: Center for the Visually Impaired

Description of Role

The Children and Youth Services program manager leads the Center for the Visually Impaired's (CVI) programs for infants, toddlers, preschoolers, and school age children.

Responsibilities

- Supervise staff serving children and youth ages birth to 21.
- Develop curriculum for annual programs and supervise staff in program and curriculum implementation.
- Conduct Functional Vision Assessments and provide direct instructional services to children and families.
- Ensure proper management of data.
- Serve as CVI's liaison to GA PINES.
- Serve as onsite supervisor for teachers and paraprofessionals in the BEGIN-PINES classrooms.
- Collaborate with CEO, other program managers, and development and communications to chart the strategic direction for children and youth programs and full integration of services within CVI's mission.
- Apply research-based, best-practice teaching strategies to meet the individual needs of children and their families.
- Build relationships with TVIs in school system and other potential partners.
- Develop relationships with families and assume case management responsibilities as appropriate.
- Ensure quality of programs and services by establishing clear goals, processes, and best practices within the team.

Qualifications

- Bachelor's degree in education or a related field from an accredited college or university, master's degree preferred.
- Teacher of the Visually Impaired credential
- 5+ years of teaching experience
- Experience working with children with vision loss and multiple disabilities

- Experience conducting assessments and providing instruction for children with Cortical Vision Impairment preferred
- Experience supervising staff preferred
- Must have excellent written and verbal communication skills and attention to detail
- Must have ability to handle simultaneous, complex and multi-functional projects
- Experience with project management preferred
- Highly organized with the ability to meet deadlines and work effectively
- Competitive salary commensurate with experience and credentials. Benefits include life, disability, dental and health insurance, and annual/sick leave

PHYSICAL REQUIREMENTS:

- Must be able to lift 20 lbs.
- Sitting and or standing for periods of time

To apply, submit cover letter and resume to:

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