

Title Programme Manager

Job Description Under the supervision of a Specialist from NECC, the Programme Manager is responsible for the supervision and management of all aspects of the classroom. The Programme Manager is responsible for creating and maintaining a classroom that fosters independence, education, cooperation, group planning and decision making for students and staff.

Essential Duties & Responsibilities

- Oversee development of individualized educational plans (IEPs) for students.
- Monitor and evaluate student educational and behavioural progress through meetings, routine observations, daily-weekly review of data and weekly meetings with the specialist.
- Develop classroom schedules to meet objectives of IEPs.
- Develop a progress report schedule and oversee development of progress reports.
- Ensure regular communication of student progress to parents.
- Supervise case manager's responsibilities.
- Evaluate staff performance through regular written observations.
- Coordinate and plan (create agenda) monthly clinic meetings with families in a professional and organized manner.
- Mediate parent concerns and provide positive support for student and family issues.
- Maintain student records through regular data collection and conduct graphic analysis of the data.

Additional Responsibilities include

- Thorough knowledge and competent implementation of all student educational programs and behaviour management guidelines.
- Diligent implementation of all medical, safety, and emergency procedures.
- Successful completion of the NECC training program.

Qualification

- Applicants must hold a Master's degree in Special Education or related fields.
- Experience implementing Applied Behaviour Analysis programming is a plus but not required.
- Willingness to be trained in the principles of Applied Behavior Analysis is essential.
- Excellent communication both verbal and written English – ability to communicate effectively with children and adults.
- Able to build good relationships and work effectively as a member of a team.
- Good IT skills.
- Physically and emotionally resilient to work with children and young adults with autism who may have challenging behaviour.
- Experience in staff supervision and intensive instruction preferred.

Benefits

- Highly competitive salary and benefits

Contact: Please send your latest resume's to: ACE@ace-india.org or +91 9873383603

Location: Gate No.3, ACE Building, Sector 62, Gurgaon (NCR)