

Director Of Educational Services

Helping Celebrate Abilities

Johnson City, NY 13790

Program Director

Full-time

Onsite

\$75,000 - \$90,000 a year

Posted on August 24, 2026

Organization Statement

HCA's mission is to celebrate and empower people with intellectual and developmental disabilities in our community.

Job Description

Position Overview:

Provide instructional leadership and manage the day-to-day activities and assure the efficient operation of the department.

Responsibilities

Essential Duties and Responsibilities:

- Assigns, supervises, and monitors the work of employees within the department for accuracy and completeness.
- Set educational standards and goals, and help establish policies, procedures, and programs to achieve them.
- Responsible for planning for the upcoming year, overseeing summer school programs.
- Monitor students' progress, and provide students and teachers with assistance in resolving any problems.
- Prepares budget and maintains attendance, activity, planning, accounting, and personnel reports and records for officials and agencies.
- Review and interpret government codes, and develop procedures to meet codes and to ensure facility safety and security.

- Assures compliance with governmental regulation.
- Responds to inquiries concerning agency functions, either verbally or in writing.
- Monitors and determines needs of the department and oversees the requisition and allocation of supplies.
- Recruit, hire, train, and evaluate primary and supplemental staff, and recommend personnel actions for programs and services.
- Maintain current knowledge of agency policies and procedures, federal and state policies and practices.
- Maintains policies and procedures for the department and updates as necessary.
- Interacts with parents, prospective and current students, and the community. Actively participates in the community through membership on committees and boards.
- Required to be on-call as needed
- Performs other duties as assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time. Walking and standing are required only occasionally
- Occasionally required to reach with hands and arms.
- Fingering is required regularly for typing and the use of hands in a repetitive motion.
- Regularly required to talk and hear with the ability to exchange and receive detailed information.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus to perform activities such as preparing and analyzing data, viewing computer screens.
- Working conditions of this position do not substantially expose workers to adverse environmental conditions and are typical of an indoor work environment.

Qualifications

Education and Experience Requirements:

- Master's degree in education and a minimum of five years experience in an educational setting with 2 years of supervisory experience.
- Certification as a school administrator, School District Leader (SDL), or School Building Leader (SBL) is required.

Qualifications and knowledge:

- Excellent verbal, written, interpersonal, organization and active listening skills.
- Strong critical thinking and decision making skills.
- Ability to motivate others.
- Excellent organizational & time management skills.
- Ability to multi-task in a fast-paced, team-oriented environment. Strong collaboration skills.
- Exceptional problem solving skills, including a proactive approach to problem solving and the ability to make quick and independent decisions in response to changing conditions.
- Proficient with Internet Explorer; Microsoft Excel; Microsoft Outlook; Microsoft Word; and Windows Operating System
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Please apply through our website (hcaserves.com).

Language Requirements

English

Additional Information

HCA is proud to offer a competitive suite of benefits including but not limited to:

- Medical insurance
- Dental insurance
- Vision insurance

- Generous paid time off including vacation, holiday, personal, and sick time
- Retirement plan with company matching
- Telehealth/concierge medicine
- FSA
- HSA
- Life insurance
- Long-term disability insurance
- Short-term disability insurance
- Critical illness/specified disease insurance
- Accident insurance
- Employee assistance program
- Tuition reimbursement
- Professional development assistance
- Travel reimbursement

Please note: failure to provide responses to prescreening questions or fully complete an application may result in rejected submissions.

HCA is an equal opportunity employer. It is the policy of HCA to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants without regard to race, color, religion, creed, gender, marital status, sexual orientation, national origin or citizenship, age, genetic predisposition or carrier status, gender identity or expression, disability, military or veteran status, sexual or reproductive health decisions, traits historically associated with race, height, weight and/or any other status or characteristic protected by law.