

Job Title: Director of Adult Programming

Organization: Bynum School

Location: Midland, TX

Closing Date: 02/28/2026

Job Description:

The Director of Adult Programming provides strategic leadership and oversight for training programs serving adults 18 and older with intellectual and developmental disabilities. This role is responsible for the design, implementation, and continuous improvement of meaningful, individualized programming that promotes independence, skill development, and quality of life for the participants in Adult Programming at Bynum School. The Director of Adult Programming oversees areas including ceramics, woodshops, horticulture, and other daily programs; supervises instructional and support staff; coordinates community-based job training opportunities; collaborates closely with families, staff, and community partners to ensure services are goal-driven, person-centered, and aligned with Bynum School's priorities.

Requirements:

Demonstrated expertise in 18+ programming, including vocational training, job coaching, and community-based instruction models. Strong leadership, communication, organizational, and interpersonal skills. Proven ability to develop collaborative partnerships with families, staff, and community partners and employers. Proficiency in using technology for communication, planning, and reporting.

Education:

Bachelor's degree in special education, Vocational Rehabilitation, Social Work, or a related field (master's degree preferred).

Experience:

Minimum of 5 years' experience working with individuals with intellectual and developmental disabilities in adult or transitional program planning.

Key Responsibilities:

Program Management and Development- 1. Oversee daily operations of all 18+ programs, including ceramics, woodshop, horticulture, and other daily programs. 2. Develop, implement, and continuously evaluate programming to promote independence, skill acquisition, productivity, and quality of life for the participants of the program. 3. Ensure all programming

aligns with the organization's mission, vision and strategic goals. 4. Utilize data and feedback to inform program improvement and innovation.

Staff Supervision and Leadership- 1. Supervise and support instructors, job coaches, and program assistants through regular feedback, coaching, and professional development. 2. Coordinate staff schedules and ensure adequate coverage and program effectiveness across all program areas. 3. Foster a collaborative, inclusive, and high-performing team culture.

Communication and Collaboration- 1. Build relationships with local employers, nonprofits, and community organizations to expand vocational and community-based opportunities. 2. Collaborate with families and stakeholders to support individualized goals and outcomes. 3. Participate actively in leadership team and board meetings providing updates and progress reports. 4. Maintain accurate documentation, records, and reports related to programming and outcomes. 5. Develop and implement strategies to ensure the long-term sustainability and growth of the adult programs.

Financial Management- 1. Develop, monitor and manage the annual department budget. 2. Prepare and report revenue and expenditure forecasts as needed. 3. Ensure responsible stewardship of program resources.

Physical Demands- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job: 1. Moderate Standing 2. Stooping 3. Bending 4. Regular attendance 5. Moderate lifting 6. Moderate carrying

Equipment Used- 1. Copy machine 2. Fax 3. Telephone system 4. Computer 5. Other equipment as needed to efficiently and effectively operate and manage the office.

Work Conditions:

1. Position is primarily based on-site at the school or program facility. 2. Requires frequent movement between program areas, including indoor and outdoor environments. 3. Some local travel is required for job site visits, employer partnerships, and community engagement.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive description of all work requirements and responsibilities. The minimum level of education noted as a requirement could be supplemented by commensurate experience and/or certifications as determined by the hiring manager.

How To Apply:

<https://www.bynumschool.org/career-opportunities>