

Job Title: Director of Adult Programming

Organization: Bynum School

Location: Midland, TX

Closing Date: Until Filled

Job Overview:

Are you a passionate leader ready to make a real difference in the lives of adults with intellectual and developmental disabilities? At Bynum School, a faith-based nonprofit, we believe adulthood should be full of opportunity, purpose, and joy—and we're looking for someone who feels the same. As our Director of Adult Programming, you'll lead innovative programs for adults 18+, from ceramics and horticulture to job coaching and community-based instruction. This role is about more than managing programs—it's about empowering people to live full, independent, and meaningful lives.

Job Description:

Director of Adult Programming Exempt Status: Exempt Reports to: Executive Director Position
Overview: The Director of Adult Programming provides strategic leadership and oversight for training programs serving adults 18+ with intellectual and developmental disabilities. This role involves managing staff; overseeing meaningful skill building; program areas such as ceramics, woodshop, and horticulture; coordinating community-based job training opportunities; and collaborating with families, staff, and community partners to ensure individualized, meaningful, and goal-driven experiences.

Qualifications and Experience:

Bachelor's degree in Special Education, Vocational Rehabilitation, Social Work, or a related field (Master's degree preferred). • Minimum of 5 years of experience working with individuals with intellectual and developmental disabilities in adult or transitional program planning. • Proven expertise in 18+ programming, including vocational training, job coaching, and community-based instruction models. • Excellent communication, organizational, and interpersonal skills. • Ability to develop positive partnerships with families, staff, and community partners and employers. • Proficiency in using technology for communication, planning, data tracking and reporting. • Strong leadership, management and organizational skills.

Work Calendar:

Follows school calendar

Key Responsibilities:

Program Management and Development • Oversee daily operations of all 18+ programs, including ceramics, woodshop, and horticulture. • Continuously evaluate and enhance

curriculum to promote independence, skill building productivity, and a high quality of life to learners. • Ensure all programming aligns with the organization's mission, vision and strategic goals. Staff Supervision and Leadership • Supervise and support instructors, job coaches, and program assistants through feedback, coaching, and professional development. • Coordinate staff schedules and ensure adequate coverage across all program areas. Communication and Collaboration • Build relationships with local employers, nonprofits, and community organizations to expand program opportunities. • Actively participate in leadership team and board meetings providing updates and progress reports. • Maintain accurate documentation and records for all programming. • Develop and implement strategies to ensure long-term sustainability of programs. Financial Management • Develop, monitor and manage the annual department budget. • Prepare and report revenue and expenditure forecasts as needed.

Work Environment:

Position is primarily based on-site at the school or program facility. • Frequent movement between program areas, including indoor and outdoor settings. • Some local travel required for job site visits and community engagement.

Disclaimer:

The above statements describe the general nature and level of work performed in this role. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Educational requirements may be supplemented by relevant experience and/or certifications as determined by the hiring manager.

How To Apply:

Visit bynumschool.org to view the full job description and requirements, and to submit your application.