

ACHIEVE of SOUTHWEST MISSOURI JOB DESCRIPTION

TITLE: Achieve Instructor
REPORTS TO: Board President
EMPLOYMENT STATUS: Part Time
FLSA STATUS: Hourly
\$20/hr

OVERVIEW:

The Program Instructor is responsible for instructing Achieve students in life management, self-determination, and vocational skills. Also responsible for overseeing the day-to-day operations of the program and working with the Board of Directors to further the growth and development of the Organization

QUALIFICATION:

- Bachelor's degree required; possession of a Missouri Special Education or Vocational Teaching Certificate, preferred.
- Knowledge and experience in basic ABA principles including prompting hierarchy; identifying Antecedent and provide appropriate supports including visual schedules.
- Ability to work with students and as a team member
- Excellent organization and time management skills
- Computer expertise appropriate to the position
- Valid driver's license and evidence of insurability
- Transparent and high integrity leadership
- Excellent oral and written communication skills and strong interpersonal and human relations skills
- Must pass criminal background check
- Ability to convey vision of Achieve to future participants, families and to the community.
- Ability to work with community in collaborative and cooperative manner
- Ability to manage multiple tasks in an efficient manner.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Coordinates all support and resources of Achieve students.
- To provide employability skills instruction, life skills and self-determination skills using approved curriculum.
- To develop and provide individual and group instruction to meet needs, interests, and ability of students.
- To create a safe environment that is conducive to learning and appropriate to the maturity and interests of the students.
- To participate in all phases of competency-based programs (instruction, applications, assessment, intervention).

- To work cooperatively with Board officers and members to efficiently coordinate program activities and organizational business.
- To complete, submit/utilize reports and forms as the position requires.
- To maintain confidentiality.
- To be available to parents, students and/or sponsoring agencies for education related purposes.
- To attend training and PD activities as assigned to promote development of Achieve.
- To co/facilitate at least two parents/guardians' workshops.
- To provide leadership and accountability to ensure that students demonstrate proficiency as evidenced by a minimum of 15% learning gain.
- To plan and organize own work to meet deadlines.
- To maintain an up-to-date Achieve's materials and equipment.
- To conduct a minimum of two (2) advisory committee meetings a year and to use members to advance the mission of Achieve.
- To work with employer or campus departments, conduct evaluation and complete all forms of students placed in their business to assure compliance with all phases of the program guidelines.
- To report the presence of unauthorized or atypical visitors.
- To be punctual and regular in attendance at job duties and meetings.
- To communicate effectively with students, staff, administration, job station employers and the community.
- To assess student comprehension and provide re-teaching when necessary.
- To promote positive work habits in students.
- To perform other tasks, consistent with the position, as may be assigned.

PERFORMANCE RESPONSIBILITIES

KEY RESULT AREA: To assist with recruiting appropriate students for the program.

- Recruit appropriate students with disabilities for program.
- Attend Transition events

KEY RESULT AREA: To develop and provide work experience sites for students with disabilities.

- Work cooperatively with EU Liaison and with identified work sites.
- Design work sites to increase job specific skills and work quality and productivity.
- Identify and create solutions for behavioral concerns that interfere with gaining and maintaining employment.
- Develop work sites so that they contribute toward the outcome of employment.
- Instruct students in employability and community living skills such as communication, problem solving, and teamwork as well as job specific skills.
- Develop and coordinate accommodations and adaptations needed at work sites

- Monitor and record daily attendance at work sites; teach students to independently inform departments of absences/tardiness
- Coordinate travel training (when appropriate) through public transportation or teach student interns to be able to access private transportation independently

KEY RESULT AREA: To communicate with all appropriate parties

- Build continued relationship with Project LIFE team; including attending meetings, trainings and utilizing their staff as mentors.
- Plan, coordinate and implement field trips that meet the program outcomes
- Schedule, plan and implement monthly written communication with parents
- Schedule, plan and implement quarterly staffing/Open Houses with parents.
- Plan and implement regular student reflection meetings with instructors, job site supervisors, peer mentors and other appropriate members.

Provide open communication and reports as asked by the Board of Directors.

KEY RESULT AREA: Students will gain work-readiness skills to be successful in competitive employment related to their skills, interests and abilities

Perform specific job analysis, task analysis, and job matching activities.

Develop linkages among other agencies to assure effective transition from Achieve to work or from current placement to successful community employment.

Coordinate job placement, accommodations, and necessary job supports for Achieve students.

Provide training in the areas of grooming, hygiene, communication, budgeting, interviewing, self-advocacy as they relate to successful employment

Work with student interns, employers, families, agency personnel, affiliate school personnel and other appropriate parties to problem solve issues related to employment.

Refer student interns to appropriate agencies for support and services related to successful employment.

Act as liaison with Achieve and agency personnel.

Practice positive reinforcement techniques with student interns and staff.

Broad knowledge of current “best practices” in the field of supported employment.

Broad knowledge of federal and state regulations/supports offered to businesses and student interns, i.e. PASS Plans, current tax credits, etc...

Other Duties and Functions:

- To track student progress in academic classes.
- To troubleshoot and maintain equipment in good repair.
- To attend activities that advance the mission of Achieve.
- To serve as a role model for students in how to conduct themselves as citizens and as responsible intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and

democratic values.

Knowledge, Skills and Abilities:

Knowledge of: Achieve of Southwest Missouri and Evangel University policies and procedures; student discipline code; Project Life curriculum; supplemental teaching materials; teaching techniques and strategies; motivational techniques; public relations; supervision; grading systems; individualized educational plans; career development plans; intervention techniques; inventories; requisitions; emergency preparedness drills; and safety regulations.

Ability to: Interpret policies, procedures and regulations; demonstrate reading, writing, speaking, listening and observation skills appropriate to the position; administer student discipline code; develop lesson plans; follow courses of study; interpret textbooks and supplemental teaching materials; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; inform students and parents of teacher expectations; be mobile and do a moderate amount of lifting; maintain a flexible and positive attitude in all professional relationships.

Equipment Operated:

Calculators, CD player, computers, copier, printers, projectors, telephone, television, VCR, other instructional-related audiovisual equipment and instructional-related classroom/ laboratory equipment.

Terms of Employment:

Part Time – Hourly

Evaluation:

Performance of this position will be evaluated by the Board of Directors of Achieve of Southwest Missouri.

Program Coordinator Position Board **approved April 28, 2021**