

ACHIEVE of SOUTHWEST MISSOURI JOB DESCRIPTION

TITLE: Achieve Program Instructor

REPORTS TO: Board President

EMPLOYMENT STATUS: Part Time, July 2022 – May 2023

FLSA STATUS: Hourly \$20/hr

Achieve Program Instructor

The Mission of Achieve is to improve life readiness skills of young adults with disabilities by providing specific instruction and exposure to career opportunities while maintaining high expectations and accountability. Achieve students will have the opportunity to mature, gain independence, and sharpen life management and self-determination skills through classroom instruction, peer mentorship and job exploration.

OVERVIEW:

The Program Instructor is responsible for developing and implementing appropriate day-to-day lessons. Instruction is based on life management skills, self-determination, vocational skills. The instructor will work collaboratively with the Achieve Program Coordinator to implement Achieve's mission and continue to build awareness to Achieve within Evangel University and the Springfield community.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Coordinates all support and resources of Achieve students.
- To provide employability skills instruction, life skills and self-determination skills.
- 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 program (instruction, applications, assessment, intervention).
- To work cooperatively with Achieve Program Coordinator and Achieve Board members.
- 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 plan and organize work to meet deadlines.
- To maintain an up-to-date Achieve's materials and equipment.
- 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.

QUALIFICATION:

- Bachelor's degree required; possession of a Missouri Special Education or Vocational Teaching Certificate, preferred.
- Knowledge and experience in basic ABA principles including prompt hierarchy; identifying antecedent and providing appropriate supports for success.
- Ability to work with students and as a team member
- Excellent organization and time management skills
- Computer expertise appropriate to the position
- 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 the 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.

Other Qualifications

- Ability to lift 30lbs.
- Valid driver's license and evidence of insurance.
- Eligible to work in the United States.