

## **ACHIEVE of SOUTHWEST MISSOURI JOB DESCRIPTION**

**TITLE:** Associate Instructor/Skills Coach

**REPORTS TO:** Achieve Board President

**EMPLOYMENT STATUS:** 10 month contract (August-May), No Benefits

**FLSA STATUS:** Hourly (Approx 25 hours a week) \$25/hr

### **OVERVIEW:**

The Achieve Associate Instructor and Skills Coach is responsible for providing vocational, work-readiness skills, self-determination and life management instruction.

### **QUALIFICATION:**

- Completed a minimum of two years of college work and/or 2-3 years of experience working with students with intellectual and developmental disabilities.
- Familiar with and proven ability to use behavior management techniques.
- Excellent organization and time management skills
- Valid driver's license and evidence of insurability
- Excellent oral and written communication skills and strong interpersonal and human relations skills
- Knowledge of 'best practices' in transition skills and/or supported employment.
- Must pass criminal background check.
- Ability to manage multiple tasks in an efficient manner.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- To develop and provide individual and group instruction to meet the needs, interests, and ability of students.
- Ability to develop task analysis and scaffold learning to meet the needs of individuals. To develop and utilize accommodations and behavior management plans as needed.
- 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 Program Coordinator/Instructor and Board members
- To complete, submit/utilize reports and forms as the position requires.
- To maintain confidentiality.
- To attend training and PD activities as assigned to promote development of self and Achieve.
- To plan and organize own work to meet deadlines.
- To work well with work-based learning site supervisors on and off campus, 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 staff, students, EU Administration, work-based learning supervisors 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 support Program Coordinator/Instructor by providing instruction to students to build skills and independence at home, work and in the community.**

- Work cooperatively and support the Program Coordinator/Instructor with implementation of the curriculum and work-based learning site coaching.
- With the assistance of Program Coordinator, design work sites to increase job specific skills, work quality and productivity.
- With the Program Coordinator, Identify and create solutions for behavioral concerns that interfere with gaining and maintaining employment.
- With the Program Coordinator/Instructor develop work sites so that they contribute toward the outcome of employment.
- Co-instruct, and on occasion instruct, students on skills necessary to be independent at home, work and in the community.
- Work cooperatively with Evangel University Students, peer mentors, and others on and off campus.
- Develop and coordinate accommodations and adaptations as needed

**KEY RESULT AREA: To communicate with all appropriate parties**

- Attend meetings with Evangel University, Achieve Board of Directors/staff and, Project LIFE team as needed.
- Attend scheduled marketing events such as Transition Fairs/Open Houses.
- Attend and facilitate student reflection meetings with instructors, job site supervisors, peer mentors and other appropriate members.

### **Other Duties and Functions:**

- To track student progress in class and on the job.
- To troubleshoot and maintain student issues as they may arise.
- To attend activities to advance the mission of Achieve.
- To serve as a role model for students on becoming a responsible human being and contributing to society.

### **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; implement lesson plans; follow courses of study; interpret textbooks and supplemental teaching materials; communicate effectively; follow directions; evaluate student progress; 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:**

Computers, printers, telephone, television, other instructional-related audiovisual equipment and instructional-related classroom/ laboratory equipment.