



## The Arc Gateway, Inc. Job Description

**Job Title:** Education and Inclusion Coordinator

**Department:** The Arc Gateway Program for Adult Learning and Support (PALS)

**Reports To:** PALS Director

**SUMMARY** The Arc Gateway PALS Education and Inclusion Coordinator facilitates student learning through curriculum development, classroom engagement, and peer mentor activities. Student learning takes place in a variety of settings including the college campus and places in the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Facilitate purposeful learning within educational settings using Universal Design and other approved methods.
- Provide support and strategies to instructors, peer mentors, and other staff in developing differentiated instruction and providing accommodations.
- Coordinate and monitor the schedules of the education and inclusion team.
- Coordinate the recruitment, hiring, and training of education and inclusion staff.
- Contribute to the development of education and inclusion guidelines, implementation, and execution.
- Coordinate course, student, and MATES schedules.
- Participate in new student interviews, STAR Person Centered Plan meetings, and other meetings as required.
- Work with staff to coordinate monthly meetings with students to establish, encourage, and assist students with setting and attaining their personal, academic, living, and other goals.
- Coordinate academic counseling as needed to ensure successful student certification outcomes.
- Communicate and coordinate academic needs and outcomes for students enrolled in PALS and PSC courses.
- Enhance student inclusion and educational outcomes by facilitating discussion and implementation of problem solving strategies.
- Coordinate and develop, as needed, curriculum that will enhance student learning and increase outcomes.
- Work with instructors and staff to ensure 85% of clients completing PALS certification demonstrate an increased awareness and knowledge of employability skills and community living skills as determined by pre and post assessments and the Professional Skills Assessment Tool (PSAT).
- Participate in PSAT training and implementation.
- Provide professional development opportunities for staff as appropriate.
- Work to ensure 100% of clients enrolled in the program are not abused, neglected, or exploited by staff.
- Assure that files and documentation are complete, accurate, and confidentially maintained.
- Employ available instructional technology and interactive technology, when appropriate.
- Maintain a positive, professional demeanor that promotes teamwork and program success.
- Ensure accurate and timely reporting as required.

**SUPERVISORY RESPONSIBILITIES** This position may oversee PALS MATES, Education Specialist, Instructors, and/or Program Assistant(s) working directly in support of PALS students.



## The Arc Gateway, Inc.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Master's degree in Education or related field with at least three years of relevant experience is preferred. Must be proficient in oral and written communication and able to tend to detail.

**LANGUAGE SKILLS** Ability to read, analyze and interpret technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from persons served, regulatory agencies, or members of the business community. Ability to write speeches and article for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

**MATHEMATICAL SKILLS** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid driver's license with satisfactory driving record, Level II criminal background check, drug screen, CPR, First Aid, HIV, HIPAA, Core Competencies, Zero Tolerance, and others as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance and taste or smell as well as actively participate in recreation activities. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in work environment is usually moderate.

**Beginning Salary:** \$39,520/year (based on available program funding)

**Status:** Exempt      **Working Hours:** 40 hours per week/flexible

The Arc Gateway, Inc. is an Equal Opportunity Employer

Rev. 10.05.18

Page | 2