



The Arc Gateway, Inc. Job Description

Job Title: Instructor
Department: The Arc Gateway PALS
Reports To: PALS Education Coordinator

SUMMARY Assist individuals with intellectual and developmental disabilities in learning career and life skills. Work with PALS staff to help identify career goals and pathways for success as well as individual student needs for personalized instruction. Provide support to PALS students both in the educational setting and, on occasion, on the job.

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

- Provide positive, hands-on training and support to individuals in career and life skills
- Plan and organize instruction, using approved curriculum, in ways that maximize student learning
- Develop new curriculum when appropriate with Education Coordinator
- Employ appropriate teaching and learning strategies to communicate subject matter to students with an emphasis on Universal Design
- Modify, where appropriate, instructional methods and strategies to meet diverse student needs
- Put together Scope, Sequence, Short & Long Range Planning, Lesson Plans, and create assessments for each class taught
- Employ available instructional technology, i.e. the Internet, tablet and apps, interactive technology, when appropriate
- Establish and follow meaningful learning objectives
- Contribute to the selection & development of instructional materials in accordance with course objectives
- Develop and explain methods that fairly measure student progress toward course objectives
- Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning
- Maintain accurate records of student progress, submit final grade rosters & other paperwork as required
- Demonstrate sensitivity to student needs and circumstances
- Provide a safe, structured, and positive environment for PALS students and staff
- Maintain communication with PALS staff to best identify PALS student placement options
- Document and recommend to PALS staff any action necessary to overcome barriers
- Work independently with minimal guidance from management

SUPERVISORY RESPONSIBILITIES This position may oversee PALS Program Assistants.

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 Bachelor's degree in related field with two years of relevant experience preferred. Must be proficient in oral and written communication and able to tend to detail.

CERTIFICATES, LICENSES, REGISTRATIONS Must be able to pass FDLE background screening, Department of Children and Families Abuse Registry Check, local law enforcement background check, Affidavit of Good Moral Character, and drug screen. Successful completion of CPR, First Aid, Core Competencies, Zero Tolerance, HIV, and HIPPA certifications will be required.



The Arc Gateway, Inc.

Beginning Salary: \$33,280.00* plus benefits *based on program funding

Working Hours: 40 hours per week, 7:30am-3:30pm

Status: Exempt

The Arc Gateway, Inc. is an Equal Opportunity Employer