

Instructor

The Arc of Indiana Foundation exists to provide opportunities for postsecondary vocational training for people with disabilities that empower and lead to meaningful employment through its program, Erskine Green Training Institute (EGTI).

The purpose of a job description is to give a framework to the general nature of the position. The Arc of Indiana Foundation is successful because of the teamwork of all employees working together to better employment outcomes for people with intellectual and developmental disabilities (IDD).

An instructor for EGTI's manufacturing training program will train individuals 18+ onsite at Allison Transmission in Indianapolis, IN. An instructor will lead multiple training sessions throughout the year. An EGTI instructor has teaching experience in a special education environment with a strong understanding of instructional approaches and implementing accommodations.

Qualifications:

- Special education bachelor's or master's degree
- Vocational experience with adults/young adults with disabilities is preferred.

Duties and Responsibilities:

- Acquire the skills needed for the jobs being trained.
- Develop a strong understanding of the manufacturing culture.
- Communicate and collaborate with employees at Allison Transmission.
- Plan, development, and implement necessary classroom activities related to job training.
- Differentiate instructional approach based on individual learning styles of the students.
- Identify, develop, and implement appropriate accommodations needed on the job.
- Develop the daily schedule by taking into consideration staff to student ratios, skills being taught, goal of the activity, and the level of independence amongst students.
- Develop assessment tools to measure student progress.
- Complete program evaluations for students at the completion of their training program.
- Coordinate and lead exit meetings with students, guardians, Vocational Rehabilitation Counselors, and other support personnel.
- Communicate with parents/guardians of students.
- Develop the structure and assessment tools for Career Sampling Sessions.
- Participate in the development and execution of initial interviews and assessments of applicants.
- Assist with graduation ceremonies and new student orientation.
- Communicate and collaborate with the Manager of Student Engagement.
- Communicate and collaborate with the Manager of Communications.
- Communicate and collaborate with the EGTI director and additional foundation staff.

Please send resumes to Megan Stevenson at mstevenson@arcind.org.

The Arc of Indiana Foundation provides equal employment opportunities to all employees and applicants.