

Instructor

Exempt

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 is responsible for training individuals 18+ onsite in the natural environment throughout multiple training sessions that run year-round. 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
- Special education teaching experience
- Vocational experience with adults/young adults with disabilities is preferred.

Responsibilities:

- Acquire the skills needed for jobs being trained and their relation to other positions within the work environment.
- Communicate and collaborate with professionals within the vocational area students are training.
- Plan, development, and implement classroom lessons and activities related to the job training.
- Differentiate instructional approaches based on individual learning styles of the students.
- Determine appropriate accommodations needed on the job and then develop and implement.
- 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 in all areas of the training program including the program evaluation given to students at the completion of their training program.
- Develop structure and assessment tools for Career Sampling Sessions.
- Participate in the development and execution of initial interviews and assessments of applicants.
- Coordinate and lead exit meetings with students, guardians, Vocational Rehabilitation Counselors, Employment Consultants, and Medicaid Waiver personnel.
- Make arrangements in the event of an absence.
- Assist with graduation ceremonies, new student orientation, annual alumni events, and other related activities.
- Communicate and collaborate with EGTI director and additional EGTI and foundation staff.
- Communicate and collaborate with the Indianapolis community.
- Communicate with parents/guardians of students.
- Assist with fundraisers related to the foundation.

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

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