

The Arc of Indiana Foundation
Erskine Green Training Institute
601 S. High Street
Muncie, IN 47305

Instructor
Exempt

The Arc of Indiana Foundation is a not-for-profit organization that seeks to improve employment opportunities for people with disabilities.

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 build a solid organization to advocate for people with disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

Qualifications:

- Special education bachelor's or master's degree
- Special education teaching experience with students who have a transition IEP
- Vocational experience with adults/young adults with disabilities

Responsibilities:

- Plan and deliver classroom and lab lessons and activities related to job training.
- Acquire skills needed for jobs being trained and their relation to other positions within the work environment.
- Choreograph the daily schedule by taking into consideration staff to student ratio, skill being taught, goal of the activity and the level of independence amongst students.
- Develop supplemental materials related to job training.
- Incorporate technology into instructional methods.
- Differentiate instructional methods based on individual learning styles of the students.
- Develop assessment tools to measure student progress in all areas of the training program.
- Oversee and determine the role of Student Support Specialists in daily lessons and activities.
- Develop materials for tutors to utilize when working with a student.
- Develop the structure and assessment tools for Career Sampling Sessions.
- Participate in the development and execution of initial interviews and assessments of applicants.
- Enforce Erskine Green Training Institute (EGTI) policies.
- Communicate and collaborate with nurse, community living support, and overnight support.
- Assist with research studies.
- Communicate with EGTI staff to determine immediate coverage should an emergency occur or immediate need transpire after training hours.
- Make arrangements in the event of an absence.
- Assist with graduation ceremonies.
- Assist with move-in and move-out days.

- Participate in new student orientation.
- Communicate and collaborate with professionals in the hospitality, food service, and healthcare settings.
- Communicate and collaborate with EGTI director and additional foundation staff.
- Communicate and collaborate with the Muncie community.
- Communicate with parents/guardians of students.

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

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