



JOB TITLE: TAC Academy Instructor – Part-Time/Summer

DEPARTMENT: Habilitation

LOCATION: 2160 Old Selma Road and various community sites.

NORMAL WORKING HOURS: May vary by assignment

REPORTS TO: Habilitation Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assess student's skills to determine their needs, as it relates to TAC Academy courses and adapt lessons to meet the needs of student
2. Organize and instruct activities that are specific to each student's abilities
3. Teach and mentor students as a class setting, in small groups, and one-on-one
4. Implement needs and supports in ISP, assess students' performance, and track their progress
5. Discuss student's progress with parents, SSA's and administrators
6. Facilitates the coordination and implementation of TAC Academy courses, e.g., Foundations, Self-Exploration, Communication and Connect, Job Readiness, Work Policies, Career Development, Community Membership.
7. Operate TAC's vehicles to transport assigned riders to and from sites.
8. Operate hydraulic lift (to assist those in wheelchairs on and off the van), wheelchair securement systems and safety seats as needed.
9. Prepares course material and observes, evaluates, assesses and records student's behavior and developmental progress.
10. Keeps and maintains required program records, e.g., attendance, incidents, training received; prepares budget requests; purchases supplies; accounts for all transactions.
11. Participates as a member of the inter-disciplinary team; interacts with other team members, students, families, guardians to discuss individual's problems and progress desires.
12. Attends and may conduct meetings and in-service training sessions as required; acts as resource and referral person to individuals and parents; performs other related duties as required, e.g., lifting, carrying, and moving individuals.
13. Promotes good relationship between students, maintains professional standards; assists students in resolving concerns.

QUALIFICATIONS / REQUIREMENTS:

1. Has or Qualifies for ODDD Adult Services Certification
2. Negative Results of a Two-Step Mantoux TB Test and Drug Screening.
3. Satisfactory Results of Local and State Records Background Check.
4. Satisfactory DOT physical examination, including work related lifting test after offer of hire
5. Valid State Driver's License with no more than 6 points on Abstract Driver Record

EDUCATION/TRAINING/EXPERIENCE:

1. Bachelor's degree required: Special Education or Human Development, Social work with emphasis in Education, Psychology, and Vocational Rehabilitation preferred.

POST HIRE REQUIRED TRAINING/CERTIFICATION/REGISTRATION/LICENSURE:

First Aid/CPR, Specific job duties, Completion of TAC orientation, Required Certification Courses for obtaining an ODDD Adult Services Certification, Maintain Valid Driver's License

RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned
2. Maintains confidentiality.
3. Maintains the chain of command.
4. Demonstrates and maintains regular attendance per work schedule.
5. Provides accurate and timely records as required by the position.
6. Is aware of and adheres to personnel manual and department rules and regulations.
7. May work evenings and weekends
8. May operate equipment including fax, telephone, computer, calculator, email or TDD

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the Associate. The Associate is required to follow the instructions and perform the duties required by the supervisor or designee appropriate to this position description.

My signature below signifies that I have reviewed the position description and that I am aware of the general requirements of my position.

ASSOCIATE /DATE

SUPERVISOR /DATE Support Services Senior Manager /DATE

DISTRIBUTION: ORIGINAL IN PERSONNEL FILE, C: ASSOCIATE, SUPERVISOR.

March 18, 2019