



## Job Description

<b>Position Title:</b> Instructor	<b>Date:</b> October 2024
<b>FLSA Status:</b> Hourly, Non-Exempt	<b>Reports To:</b> Director of Academy Programs

The STARability Foundation Supports people with disabilities by providing life-transforming opportunities that emphasize Teamwork and connection to the community to build Awareness and Respect for individual abilities. STARability serves individuals with intellectual and developmental challenges in Southwest Florida, where we provide lifetime support and opportunities. STARability opens up a calendar of engaging activities with innovative and creative programs focusing on continuing education, teamwork, and community involvement.

### **POSITION SUMMARY:**

The Instructor is an integral member of the STARability Foundation. The Instructor has a passion for advocating for participants and is dedicated to building proficiency in these skills: self-determination and advocacy, health and safety, communication and socialization, leisure and recreation, transportation, community participation and personal finance, career path and employment, and home living. The Instructor will collaborate closely with our Academy Program Specialists to shape, guide, and assess all facets of the program. The Instructor will be a resource for all Program Assistants.

### **COMPETENCIES:**

Competency refers to specific skills, knowledge, and behaviors crucial for effective task performance. It is associated with job roles, extending beyond basic qualifications to include technical expertise, interpersonal skills, and problem-solving abilities. Core competencies are fundamental skills essential for success across various organizational roles, such as communication, teamwork, and problem-solving.

- Job Knowledge
- Dependability
- Assessment and Feedback
- Professionalism
- Communication
- Public Relations
- Cooperation
- Safety

### **ESSENTIAL JOB FUNCTIONS:**

- Uphold STARability's Core Values of Support, Teamwork, Awareness, and Respect.
- Develop and coordinate high-quality activities tailored to participants' learning and development needs.
- Manage participant Academy service delivery model including caseload assessment, goal planning, data tracking, and IAP meetings with guardian/caregivers.
- Assist with transportation needs throughout the community and supervise and engage program participants during all activities in various settings.
- Assist Academy Program Specialists in creating accessible visual supports, such as schedules and calendars.
- Collaborate on lesson planning and curriculum development with relevant program staff.
- Evaluate participants' job readiness, skills, and employment goals, observing behaviors and interactions.
- Implement employment-readiness curriculum at vocational sites in the community.
- Participate in feedback sessions to enhance program and support services.
- Address health, behavior, and other support needs during activities.
- Responsible for notifying relevant parties in the event of a significant incident, maintaining support levels, orienting team members, overseeing the implementation of daily schedules, monitoring the

administration of self-administered medications to participants at appropriate times, and staying informed about the whereabouts of all participants and staff in all settings.

- Fulfill Program Assistant responsibilities when needed for program continuity.
- Effectively communicates with family and other professionals supporting participants through written and verbal means. Texting on personal electronic devices is strictly forbidden to communicate support needs or disclose information.
- Support individuals facing language and communication barriers with adaptive communication methods.
- Identify and use teaching opportunities that naturally arise to maximize the participant's learning in any environment.
- Foster positive relationships with participants, families, and community members.
- Additional duties as assigned, including attending and participating in STARability social events and fundraising gala.

**PHYSICAL DEMANDS:**

- Stand or sit for long periods periodically.
- May occasionally lift at least 50 pounds unassisted and perform emergency physical interaction techniques, including lifting, bending, kneeling, stooping, reaching, blocking, and grabbing with or without assistance.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor’s degree in Special Education, Behavioral Therapy, Occupational Therapy, Psychology, Therapeutic Recreation, or a specialization in a related field; **or** four years of experience providing education, social, or direct care services to people with intellectual and developmental disabilities.
- Demonstrates flexibility, patience, and the capability to manage diverse situations, including assisting participants by verbally prompting them with personal care tasks (e.g., changing clothing, using the restroom), addressing problem behavior such as inappropriate verbal statements, and handling instances of aggressiveness.
- Ability to perform cleaning tasks (moving heavy furniture and appliances on rollers, pushing, pulling, lifting, bending, kneeling, stooping, reaching, and overhead reaching).
- Ability to communicate with a wide variety of individuals within the community.
- Observe, ask questions, listen actively, and give and accept feedback effectively.
- Excellent time management, organizational skills, and ability to prioritize workload.
- Proficiency in Word, Excel, and database systems.
- Valid state driver's license with motor vehicle proficiency and ability to comply with legal driving requirements.
- Competency in virtual platforms like Zoom and willingness to learn new technology for educational instruction.
- Employment offer contingent on background checks, abuse registry, and reference checks.

**ADDITIONAL INFORMATION:**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee’s Printed Name:** \_\_\_\_\_