



### **Austin Community College STEPS Instructor**

The Austin Community College STEPS Program seeks qualified special educators for a part-time hourly instruction to support vocational training and educational enrichment to adults with mild to moderate intellectual and developmental disabilities on various ACC campus locations. Great opportunity for retired teachers or parents needing flexible schedules.

#### **JOB PURPOSE:**

STEPS Instructors are responsible for vocational and academic instruction in a variety of fields and topics. STEPS Instructors play a pivotal role in creating an environment where students are treated with respect, encouragement and integrity. Instructors in this position understand that the STEPS students are adults who have a right to privacy and autonomy. Instructors set the classroom expectation as a supervisor/employee relationship. Instructors are responsible for instruction in all levels of post-secondary vocational training, literacy, basic skills, and adult secondary skills preparation including all subject areas (writing skills, social skills, interpreting literature, entry level job skills and mathematics).

#### **DESCRIPTION OF DUTIES AND TASKS**

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

- Instruct students in academic and vocational subjects using a variety of techniques such as phonetics, multi-sensory learning, and repetition to reinforce learning and to meet students' varying needs and interests.
- Use intake interviews, disability documentation, under the supervision of the Workforce Specialist and Coordinator to identify and implement accommodation needs.
- Provide direct and indirect instructional support to students in a positive environment.
- Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- Teach socially acceptable behavior, employing techniques in an overall positive behavioral support system such as modeling.
- Modify curriculum for students with disabilities based upon a variety of instructional techniques and technologies.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Establish and enforce clear rules for behavior and procedures for maintaining an environment conducive to learning for all students.
- Meet with students to discuss progress and to determine priorities and their individualized educational needs.
- Maintain accurate and complete student records

- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Maintain professional competence by participating in staff development activities, curriculum development meetings, and other professional opportunities.

## **KNOWLEDGE**

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

The successful candidate will demonstrate knowledge of:

- The necessary principles and application of theory into practice for effective instruction and positive behavioral supports that are beneficial for implementation with all students with disabilities; including Person Centered Planning, Self-Advocacy best practices, Self-Determination best practices and Layered Curriculum instruction.
- Curriculum and instructional techniques; human behavior, development, and skill performance; individual differences in ability, personality, and interests; learning and motivation;
- The STEPS Instructor demonstrates the ability to provide positive behavioral support to students in a group and in an individual setting;
- Demonstrates an understanding of the federal, state, and local mandates governing the determination and delivery of special education services; completes observations and reports, maintains up to date grades
- Displays the ability to work effectively with administrators, colleagues, coordinator and college based staff, students, parents and community members.
- Possesses excellent human relations

Preferred

- Disability related laws, adaptive technology and vocational training background

## **SKILLS**

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively communicating with persons with disabilities.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## **COMPUTER SKILLS**

Required

- Google Docs/ Calendar/ Gmail
- Microsoft 2013 Suite applications
- Demonstrate proficiency in office computer applications

**PHYSICAL REQUIREMENTS**

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling

**WORK EXPERIENCE**

Required

- Background in special education instruction, preference is giving to individuals with a background in post-secondary training, vocational counselors and individuals with a history working with adults with intellectual and developmental disabilities.

**EDUCATION**

Required

- Bachelor's degree in rehabilitation, special education, or disability related services, or related area, Master's in special education is preferred.

**LOCATION AND HOURS:**

Looking for 3 instructors for the following locations beginning immediately:

1. Highland Business Center, (MTWTh 9-3:30pm) \*Various classes/times available during these hours
2. Pinnacle Campus (Training to begin immediately at HBC) MT 9-3:30pm starting spring semester
3. San Marcos (Training to begin immediately at HBC) TTH 8:30-3:00pm starting spring semester

Training will be held at ACC's Highland Business Center.

Compensation DOE