



## **JOB VACANCY ANNOUNCEMENT**

***Position: Instructor  
(Full-time and Part-time)  
Monday-Friday  
\$15.00 per hour***

### ***GENERAL DESCRIPTION***

*Under the general supervision of the Education Coordinator and the direct supervision of the Education Supervisor, is responsible for assisting individuals with developmental disabilities and acquired brain injuries in an educational environment to Live, Learn, Work, and Play in Laramie.*

### ***MINIMUM QUALIFICATIONS***

*No experience required, however experience with teaching fine and performing arts is preferred.*

*Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services' insurance carrier.*

### ***HOW TO APPLY***

*Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or online at [www.arkregionalservices.org](http://www.arkregionalservices.org) . Open until further notice.*

*Ark Regional Services is an EEO/ADA employer.*

*TDD 1-800-545-1813 Extension 308*

*Posted: Nov. 14, 2023*

# Instructor General Job Description

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Under the direct supervision of the Director of Education is responsible for assisting individuals with intellectual and developmental disabilities actively engage in their lives through new opportunities, healthy relationships and lifelong learning in an educational or therapeutic environment.

## Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Reading/writing/comprehending the English language.
- Assuring that individuals served are supported in all activities of daily living, including but not limited to mealtimes, before, during and between classes, all protocols, as well as safely transferring or physically assisting people to/from wheelchairs. Depending on assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that individuals served are supported with necessary personal care, including but not limited to flossing and brushing teeth, assisting with dressing in appropriate clothes. Contact with and the cleaning of bodily fluids may occur (i.e.: vomit, feces, urine)
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Staying awake and mentally and physically alert during entire shift.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and yearly trainings within the required time frame.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

## Job Duties

- ❖ Adheres to all expectations as outlined in Ark's expectations pages.
- ❖ Proposes and creates engaging classes with clear goals, and learning.
- ❖ Conducts classes based on plans that support meeting the class goals and learning objectives
- ❖ Creates and conducts assessments to gauge students progress based on the learning objectives.
- ❖ Teaches effectively to a wide range of students, including students with varying zones of learning, behavior and communication styles.
- ❖ Uses a variety of multi-sensory approaches to effectively convey class subject matter to a wide range of students.
- ❖ Creates opportunities in classes for students to engage in projects, activities, individual research or experiments that further support learning and increases engagement with the subject being taught.
- ❖ Performs Direct Support responsibilities as assigned and as they arise as outlined in essential functions.
- ❖ Completes all required documentation
- ❖ Other duties as assigned

## MINIMUM QUALIFICATIONS

No experience required. However, teaching experience preferred.

**FLSA STATUS:** Non-exempt    **OSHA:** Occupational Exposure

Developed: November 2013

Reviewed: January 2015, 2016, 2017, 2018, 2019, 2020, 2022, 2023

Revised: April 2021;