



Program Instructor

The position reports directly to the Program Coordinator and works in collaboration with the Lafayette Legacy Staff to provide consistent opportunities for individuals to connect with their communities and build skills necessary to increase independence and improve the quality of their lives. The Program Instructor is responsible for facilitating achievement of goals identified in Individual Support Plans through activities, outings, and instructional opportunities geared towards functional and social emotional skills needed to actively engage their communities.

Essential Functions:

- In collaboration with participants, develops and manages daily schedules to ensure achievement of individualized program goals.
- Facilitates program services and that maintain compliance with organizational guidelines, funder requirements and accreditation standards.
- Completes accurate, timely, and professional documentation of all services rendered in accordance with Lafayette standards.
- Facilitates community outings that meet safety standards including appropriate staffing ratios
- Effectively supports all participant needs utilizing positive behavioral supports and evidence-based practices
- Maintains productive working relationships with external stakeholders and manages the development of community and employer partnerships.

Responsibilities

- Daily documentation of service delivery, goal progress, etc. for each unit of service provided
- Monitoring of Quality Enhancements
- Direct Plan Implementation for Individuals
- Facilitating and maintain community connections that foster integration
- Monitoring program outcome achievement
- Managing data collection and documentation procedures
- Supports participant understanding of goals outlined in the Individual Support Plans, as well as, methods for achieving goals

Qualifications:

- Minimum education: Bachelor's degree in related field, special education, education, etc.
- Certification in Special Education preferred
- Experience facilitating instructional, behavioral, or employment services for adults with Intellectual & Developmental Disabilities
- Proficient using Microsoft Suite
- Organized and detail oriented
- Excellent communication skills, both oral and written
- Experience using SETWorks or other data management system

Call Heather Rice, Director of HR at 636-227-5666 ext. 1120 for more information