

LIFE SKILLS EDUCATOR JOB DESCRIPTION

Mission Statement for Rainbow Acres

Rainbow Acres, a residential Christian community with heart, empowers adults with developmental disabilities to live to their full potential with dignity and purpose.

TITLE: Life Skills Educator

DEPARTMENT: Programs

REPORTS TO: Education Team

PREPARED DATE: November 2022

SUMMARY: The Life Skills Educator is responsible for ensuring the quality of education, for all Residents within the Worden Tabor Center's program. The Educators are directly accountable for the overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, budgetary considerations, and long range planning. Educators ensure that the needs and the goals of the students are met along with the goals of the center. This is a safety sensitive position.

MINIMUM PROFESSIONAL REQUIREMENTS

A Bachelor's degree in Education with a minimum of two to three years of formal teaching experience. A degree in Special Education and/or Vocational education is desirable. Demonstrated knowledge of content, students, instructional outcomes, resources, instructional practice, and assessment required. Strong organizational, communications, and interpersonal skills. Specific knowledge of subjects assigned.

PRIMARY RESPONSIBILITIES:

- Serve on the Educator Team in the Worden Tabor Center
- Responsibility for working in collaboration with other staff members to develop a customized educational/service plan for each Resident that is monitored, measured, and evaluated quarterly.
- Participates in program development
 - Develops the curriculum for the development of cognitive skills utilizing the classroom, tutorials, and computer center
 - Develops the curriculum for the development of social skills utilizing the classroom, small groups, tutorials, computer center, and the resources of the Learning Center and the Resident's home
 - Develops the curriculum for the development of living skills utilizing the resources of the Learning center, support of Caregivers, and peers

- Establishes good communication cross-functionally regarding the learning goals and objectives for each Resident resulting in the maximization of goal achievement
- Develops course/class schedules for the Residents.
- Develops and coordinates the implementation of learning activities the Residents can practice or complete at home, on the Ranch or in the community between courses in the Worden Tabor Center.
- Develops Resident Achievement records and Attendance records for each Resident
- Provides Parents/Guardians with an annual progress report on their Resident
- Develops a “master schedule” for utilizing the resources of the Learning Center and the time and talents of staff and/or volunteers
- Maintains regular communication cross-functionally and/or with volunteers
- Other duties as assigned by management

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, and have dexterity of hands and arms; stoop; kneel; and talk; or hear; and drive a vehicle that holds up to 12 persons. The employee may be required to sit for long periods and lift and/or move more than 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Lighting and temperature are adequate and controlled. Work is generally performed within an office environment with standard office equipment available.