

Instruction & Curriculum Coordinator Position Description

- Provide guidance and feedback to TigerLIFE Instructors on curriculum content and delivery
- Provide instructional resources and ideas to TigerLIFE staff and instructors as requested or needed
- Work with the Behavioral Team to help provide guidance and feedback on general classroom management
- Meet with TigerLIFE Instructors routinely (monthly) to discuss issues related to instruction and curriculum
- Observe TigerLIFE classrooms to serve as a basis for guidance and feedback
- Collaborate with TigerLIFE Instructors on curriculum binders and lesson plans
- Assure monthly progress reports are completed, copied and put into students' files
- Review monthly progress reports to help assess topics and activities
- Teach TigerLIFE courses as assigned and scheduled
- Research and develop new TigerLIFE coursework as needed
- Work collaboratively with all TigerLIFE teams
- Additional responsibilities as assigned or needed
- Adhere to all TigerLIFE Policies and Procedures

Instruction & Curriculum Coordinator Position Qualifications

1. Master's degree required in education or related field
2. Five (5) year's work experience in the educational field, preferably in a supervisory role
3. Knowledge of and experience with adults with disabilities
4. Self-starter, works independently, task oriented, multi-tasking, creative problem-solver, clear, concise verbal and written communications, organized, responsive to requests with timely follow-up
5. This is a temporary, part-time position up to 30 hours per week