

Instructor Position Description

- Teach assigned TigerLIFE courses as scheduled
- Assure class sessions are relevant, dynamic, interactive and engaging for students
- Assure the Inclusion Advocate(s), student workers, or GAs assigned to the class are 100% involved through instructions provided
- Prepare lesson plans and maintain a curriculum binder to ensure consistency of coursework across different Instructors
- Collaborate with the Behavioral Team as needed for students in class with behavior plans
- Model appropriate communications, dress, attitude and professional demeanor for all students and staff
- Meet with the Instructional & Curriculum Coordinator routinely (monthly) to obtain feedback and ideas for the classroom
- Assure all required forms are completed on each student in class (Inclusion Advocates may complete the forms although the Instructor is responsible for assuring these are done and submitted on time)
- 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 in education or related field or Bachelor's degree in SPED, or Graduate Assistant in a masters or doctoral program in the College of Education
2. Two (2) years' work experience in the educational field preferred
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 20-25 hours per week

