

**SAINT PAUL PUBLIC SCHOOLS**  
**COMMUNITY EDUCATION**  
**Adults with Disabilities Instructor**

**GENERAL INFORMATION**

SPPS Community Education Adults with Disabilities instructors work together to provide safe, engaging, enrichment and social activities for adults with developmental disabilities, on most Wednesdays evenings during the school year. Examples of activities include, but are not limited to: Cooking- Breakfast for Dinner, Card Making, Bingo Night, Karaoke Party with Pumpkin Painting, and Holiday Baking. Position will also chaperone field trips where participants meet at an offsite location for an activity. Occasionally a field trip may take place on an alternate day/time in place of the Wednesday night for that week. Participants who require personal assistance for physical and/or behavior issues, or with active seizure disorders attend program with a caregiver. This position reports to the Community Education Program Assistant. View <https://www.spps.org/domain/10132> for more information on Adults with Disabilities Programming..

**QUALIFICATIONS**

**Minimum Qualifications**

1. High School graduate or GED
2. Reliable, punctual, good communication skills and must have reliable transportation
3. Experience working in an enrichment setting, including work with diverse populations and community involvement.
4. Excellent verbal and written communication skills
5. Ability to facilitate and deliver engaging opportunities for adults with developmental disabilities.
6. Ability to work with a variety of staff including clerks, teachers, custodians, administrators, instructors and other support staff.

**Preferred Qualifications**

1. Experience working with adults with developmental disabilities.
2. Post-secondary coursework in education, community education, recreation, social services or a related field.
3. CPR/First Aid Certification by start of programs.

**RESPONSIBILITIES**

The essential job functions include, but are not limited to, the following fundamental responsibilities:

1. Create and/or implement class activities to ensure high quality programming.
2. Maintain a safe, engaging and welcoming environment for participants and caregivers.
3. Work with other instructional staff to ensure the effectiveness of the program.
4. Maintain on-going communication with Community Education Program Assistants, staff and other key members of the site regarding program effectiveness and issues.
5. Participate in Community Education staff trainings as required and appropriate
6. Ensure that shared instructional spaces remain clean and that daytime teacher's materials are left untouched.
7. Maintain positive relationship with staff, including school staff, custodians and staff from other programs.
8. Manage student behavior and request support from the Program Assistant as necessary.
9. Attend meetings as required and appropriate.
10. Perform other related duties as assigned.

**DATES/TIMES:**

Program days/times: Most Wednesdays during the school year (now through May, 2020). Programming takes place between 6:30-8:30pm, with this position arriving at least 30 minutes prior to the start time to greet participants and prep for activities, and stay after until all participants have gone and spaces are clean. Occasionally a field trip may take place on an alternate day/time in place of the Wednesday night.

**Job Type:** Part-time; contingent upon passing a background check, in accordance with local law/regulations.

Salary: \$16.00-\$18.00 /hour

**How to Apply:** Email your resume, along with a statement indicating why you are interested in this position, to Karen Booth at [karen.booth@spps.org](mailto:karen.booth@spps.org)