

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ADULTS WITH DISABILITIES INSTRUCTIONAL SPECIALIST Grant Funded Position

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university
- (2) Current FDOE or District Teacher Certification
- (3) Experience assisting with life skills and/or daily living skills
- (4) Be aware of Agency for Persons with Disabilities (APD) Medicaid waiver and Adults with Disabilities (AWD) grant requirements
- (5) Obtain APD General FDLE/FBI Clearance ("Eligible" status) through the Department of Children and Families/Agency for Persons with Disabilities Background Screening Clearinghouse
- (6) Valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to write and implement Adult Individual Education Plans. Knowledge of First Aid, CPR, and CPI. Positive interpersonal skills.

REPORTS TO:

AWD Program Manager

JOB GOAL

To plan, teach, and monitor progress of life skills and educational goals to meet the needs of clients.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and maintain Adult Individual Education Plans.
- * (2) Create lesson plans and deliver instruction that are aligned with the objectives of APD Medical Waiver and AWD grant.
- * (3) Evaluate client progress and collect data on a regular basis and maintain accurate and complete records as required by APD and AWD Grant.
- * (4) Write daily, monthly and quarterly summaries in accordance to requirements of Medicaid and the Adults with Disabilities Grant.
- * (5) Observe all federal, state, city and local laws and regulations
- * (6) Implement a variety of instructional techniques to meet varying learning styles of students.

- * (7) Ensure clients follow all safety procedures and practices.
 - * (8) Supervise student activities directly to ensure the well-being and safety of the clients
 - * (9) Maintain safe, clean work environment, and take responsibility for the upkeep of equipment and materials.
 - * (10) Establish a warm, friendly and professional relationship with clients.

 - * (11) Complete all mandatory trainings, and attend in-service training programs.
 - (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- * Essential Performance Responsibilities

Instructional Specialist (continued)

PHYSICAL REQUIREMENTS:

Light to Heavy Work: Exerting between 20 and 100 pounds of force occasionally and up to 50 pounds occasionally as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

JOB DESCRIPTION SUPPLEMENT CODE 4

SALARY LANE: Professional PAHZ

7/27/2023

