

## **The Arc of Katy Job Description**

### **Part-time Day Program/Summer Day Program Instructor**

**JOB TITLE:** Part-time Day Program/Summer Day Program Instructor

**REPORTS TO:** Program Coordinator

**CLASSIFICATION:** Exempt/Part Time

**PRIMARY PURPOSE:** The Day Program Instructor is responsible for providing age-appropriate and engaging instruction to the participants with intellectual and developmental disabilities under the supervision of the Day Program Coordinator

**QUALIFICATIONS:**

- Minimum High School Degree or equivalent
- Minimum one-year experience in working with individuals (preferably adults) with intellectual and developmental disabilities.
- Effective interpersonal skills
- Ability to work as a collaborative team member
- Working knowledge of office equipment (printers, copiers, etc)
- Excellent written and verbal communication skills

**Major Responsibilities and Duties:**

1. Provide instruction to program participants that is engaging and age appropriate.
2. Assist Program Coordinator in developing meaningful activities for participants.
3. Communicate with Day Program participants in a positive and respectful manner.
4. Assist Day Program participants with personal and hygiene in emergency situations.
5. Assist Day Program participants, as needed, in understanding directions and transitioning from one activity to another
6. Attend scheduled staff meetings.
7. Ensure the safety of the program participants by participating in required monthly fire drills, AED training, CPR training, etc. and assisting in maintaining an organized and orderly facility.
8. Attend required annual Day Program staff training.
9. Work with Program Coordinator to ensure the building maintains a professional and clean appearance.
10. Report to Program Coordinator personnel and participant incidents requiring documentation.
11. Enter work hours in ADP payroll system on a daily basis.

12. Inform Program Coordinator of building and bus maintenance needs.
13. Maintain confidentiality regarding Day Program participants' personal identifiable information and all documentation maintained on participants.
14. Maintain and verify information as required by provider reports.
15. Ensure the safety of Day Program participants during travel on the bus.
16. Follow directives provided by the Day Program Coordinator.
17. Provide oversight of Day Program when assigned by Day Program Coordinator in the absence of the Coordinator.
18. Other duties as assigned by the Program Coordinator.

**Supervisory Responsibilities:**

1. The Day Program Instructor has no supervisory authority.

**Working Conditions:**

1. Light lifting and carrying, frequent bending, and stooping.
2. Work with frequent interruptions.
3. Maintain emotional control under stressful situations.
4. May be requested to work occasionally after hours and attend meetings.
5. May require attending to hygiene and self-help needs of Participants in emergency situations.

I have read the job description and understand the responsibilities assigned to the position of Day Program Instructor.

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Day Program Coordinator

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Date

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Day Program Instructor

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Date

