

# Instructors Wanted!

Skill Academy DP is hiring **part-time instructors** to teach at our Day Program for special needs adult clients.

Instructors are needed in these areas:

- Cooking
- Sewing
- Handyman
- Music
- Literacy
- Independent Living Skills
- Arts and Crafts
- Job Skills
- Gardening

Our clients are learning how to live and work independently. We are looking for compassionate and caring instructors to work with our clients.

Flexible work schedule, from 18 to 30 hours per week

Tuesday to Friday day program schedule

Training and curriculum provided

And most important – The chance to make a difference in the lives of special needs adults.



## Skills Academy DP

1430 N. Hancock Ave.  
Colorado Spring, CO 80903  
719-722-5551

SkillsAcademyDP.com  
Randee@SkillsAcademyDP.com





6755 Earl Drive, Suite 202  
Colorado Springs CO 80918

Job Title:	Day Program Instructor	Job Category:	In-house Day Program
Department/Group:	Day Program Staff	Job Code/ Req#:	SADP0001
Location:	Day Program Site	Travel Required:	Regularly within El Paso County, occasionally outside of EPC for field trips with clients
Level/Salary Range:	\$11.00/hour to \$14.00/hour	Position Type:	24-32 hours/week 40 hours/week as needed (infrequent)
HR Contact:	Pat Orell	Date Posted:	01/16/2019
Will Train Applicant(s):	Yes	Posting Expires:	n/a
External Posting URL:	n/a		
Internal Posting URL:	n/a		
<b>Applications Accepted By:</b>			
EMAIL: pat@skillsacademydp.com  Subject Line: Day Program Instructor Job Posting # SADP001		MAIL: Pat Orell, Operations Director Skills Academy Day Program 6755 Earl Drive, Suite 202 Colorado Springs, CO 80918	
<b>Job Description</b>			
<p>Skills Academy DP, an affiliate of United Providers, specifically serves the special needs (SN) adult community to provide independent living training and job skills training to provide its clients the opportunity to reach their full potential, no matter their challenges in life. Skills Academy DP Instructors provide instruction and guidance with patience and understanding in the classroom or community setting to encourage clients' social, physical, verbal and cognitive development.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Implement the Skills Academy curriculum to support the individual needs of each SN client.</li> <li>• Create a safe and nurturing environment for faculty and SN clients.</li> <li>• Partner and communicate with parents and host providers to provide the best education for their SN adults.</li> <li>• Encourage and challenge SN clients to engage and maximize their learning experiences in classroom and extracurricular activities.</li> <li>• Participate in the development of the Skills Academy curriculum and scheduling of classes.</li> <li>• Partner with Skills Academy DP leadership and staff to ensure day program success and achieve goals related to client objectives, enrollment, and program expansion.</li> <li>• Cultivate positive relationships with families, host homes, Instructors, oversight agencies, community contacts and corporate partners.</li> <li>• Teach and maintain school and client records in compliance with state and county requirements for support services.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> </ul>			



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- Knowledge in technology; willingness to learn and use workplace software tools.
- Competent with email, word processing, spreadsheets.
- Detail oriented; ability to maintain accurate and objective client records.
- Certified in American Heart Association CPR and First Aid or willingness to obtain certification within first 90 days of employment.

#### PREFERRED SKILLS

- Professional or personal experience with special needs adults.
- Experience with arts and crafts (e.g., sewing, knitting, drawing, painting, crafting, etc.) and home improvement skills (e.g., woodworking, construction, plumbing, etc.).
- Prior employment experience in a highly structured environment.

#### ADDITIONAL NOTES

- Year-round school program; classes on Tuesday through Friday; occasional Monday work days.
- Willingness to be flexible with teaching schedule and curriculum changes as Skills Academy DP expands its services and increases its enrollment.
- Completion of Person-Centered Training within first 6 months of employment (training provided by United Providers).
- Holiday schedule (Skills Academy DP closed):
  - New Year's Day
  - Fourth of July
  - Thanksgiving Thursday and Friday
  - Christmas Day
- Benefits:
  - Paid holidays—None
  - Health insurance--None
  - Sick time—5 days after one year of service
  - Vacation time—10 days after one year of service

Reviewed By:	Randee Van Ness, Program Director	Date:	01/16/2019
Approved By:	Randee Van Ness, Program Director	Date:	01/16/2019
Last Updated By:	Pat Orell, Operations Director	Date:	01/16/2019