

### **Ready For Life Academy Instructor at Ferris State University**

Ready For Life, a nonprofit organization, is looking for a part-time (up to 25 hrs. per week), dynamic, motivated individual to be an instructor at the Ferris State University Ready For Life Academy (RFLA) Program. Ready For Life (RFL) offers immersive and inclusive learning opportunities for adults with intellectual disabilities.

#### **As an instructor your responsibilities would be:**

- Plan and implement meaningful lessons for the students based on a three or four-year curriculum cycle
- Teach one class per semester
- Oversee Academic Support Hour in collaboration with Instructor & Instructional Assistant.
- Collaborate with Instructor to maintain student progress reports.
- Develop a mutually agreed upon caseload management system with Instructor.
- Collaborate with students and Instructor to develop academic course plans.
- Collaborate with team members to ensure documentation for partnering agency(ies) is being completed as expected.
- Recruit, train and oversee peer partners in and out of the classroom, if utilized.
- Communicate with professors for in class support for students.
- Help coordinate the following school events: freshman orientation, two visit days/school year, class outings, genius hour, peer partner celebrations (if applicable) and graduation.
- Make on-campus and community connections to increase belonging for students at Ferris State University and within the Big Rapids Community.
- Collaborate with Instructor with communicating student progress with parents or guardians at least twice a year (once a semester).
- Collaborate with Instructor to send out program related communication to parents, students, and stakeholders.
- Participate in RFL policy and strategic planning committees as needed.
- Complete Community Mental Health training and professional development as requested.
- Attend public speaking engagements as requested to promote RFLA programing and building community partnerships.

**Job Responsibilities Specific to your role include:**

- Collaborate with Instructor in maintaining student PATH plans.
- Conduct community building and small group seminars, particularly regarding student social-emotional well-being, as needed.
- Support students in coordinating with external health care providers.
- Staff the after-hours on call rotation
- Supervise social work intern, if applicable
- Availability to work Monday through Friday from 8:00am-4:00pm / Fall and Spring semester.

**Qualified applicants possess:**

- A passion for our mission of working with people with intellectual disabilities.
- Bachelor's degree in social work or similar.
- A passion for our mission of working with people with special needs.
- Experience working with people with special needs.
- Excellent communication skills, both verbal and written.

**Compensation:**

- \$25.00 per hour, up to 25 hours per week when school is in session.
- \$25.00 per month phone stipend, August through April.
- As a part-time employee, this position does not qualify for health benefits.
- The Instructor is allowed 3 sick or personal days with pay during the academic school year. No vacation days may be taken while classes are in session.