

Ready For Life Academy Instructor at Ferris State University

Ready For Life, a nonprofit organization, is looking for a part-time, 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 will be:

- Assist Ready For Life Academy students in taking strides toward reaching their goals of independent living and paid employment.
- Collaborate with the RFL Inclusive Communities Program Manager, Academy Program Manager, and CLS Supervisor to ensure consistent and cohesive delivery of total programming expectations.
- Plan and implement meaningful lessons for the students. Teach one course each semester & co-facilitate seminar sessions each semester.
- Oversee Academic Support Hour in collaboration with the Academy Program Manager & Instructional Assistant(s).
- Collaborate with the Academy Program Manager to maintain student progress reports.
- Develop a mutually agreed upon caseload management system with the Academy Program Manager.
- Collaborate with students and Academy Program Manager to develop academic course plans.
- Collaborate with team members to ensure documentation for partnering agency(cies) is being completed as expected.
- Recruit, train, and oversee peer partners in and out of the classroom, if utilized.
- Support the RFLA@FSU students in their job internships.
 - Teach first-semester freshman RFLA Internship Preparation course.
 - Coordinate all aspects of RFLA student internships:
 - Coordinate efforts to ensure each student has a volunteer or paid internship each semester.
 - Seek new community placements.
 - Communicate with job internship supervisors every 1-2 weeks.
 - Train students in their job internship as necessary, and support on an as-needed basis.
 - Assess students at their job internships.
 - Assist students with securing transportation if needed.
- Help coordinate the following school events: freshman orientation, two visit days/school year, class outings, genius hour, peer partner celebrations (if applicable), and graduation.
- Facilitate on-campus and community connections to increase belonging for students at Ferris State University and within the Big Rapids Community.
- Collaborate with the Academy Program Manager to communicate student progress with parents or guardians at least twice a year (once a semester).

- Collaborate with the Academy Program Manager 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 programming and build community partnerships.

Job Responsibilities Specific to your role include:

- Collaborate with the Academy Program Manager 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 healthcare providers.
- Supervise social work intern, if applicable.
- Available to work 2 weeks before and after the start and stop of the Fall and Spring semesters.
- Available to work Monday through Friday between 8:00am-4:00pm / Fall and Spring semesters.
- Staff the after-hours on-call rotation up to 10-day per month.

Qualified applicants possess:

- A passion for our mission of working with people with intellectual disabilities.
- Bachelor's degree in special education, 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:

- \$30.00 per hour, up to 28 hours per week when school is in session, with the potential for additional hours as programming enrollment increases.
- \$25.00 per month phone stipend, August through April.
- As a part-time employee, this position does not qualify for employee benefits.

Please send a cover letter and resume to Toni Falk at toni.falk@rflnetwork.org for consideration.