



JOB DESCRIPTION

Position Title: Substitute Instructor

Reports To: Program Manager

Summary:

Under the direct supervision of the Program manager, this position is responsible for creating, planning and implementing visual arts, performing arts and or life skills curriculums, with The Creative Center clients. Responsibilities include tracking student progress and following through on behavioral management techniques and other objectives. Duties include supervision of students at activity, break and lunch periods as assigned. This position requires an understanding of The Creative Center Philosophy toward its clients and adherence to that philosophy in observing their rights and individual needs.

Duties and Responsibilities include but are not limited to:

- 1. Work with the Department Head in the understanding of an instructor's development of a specific curriculum, following the course descriptions and the values and standards set for the discipline.**
- 2. Plan, purchase and prepare session materials under the direct supervision and direction of the Department Head.**
- 3. Maintain session room as a clean, neat , creative environment. Be considerate of shared space.**
- 4. Plan, arrange for, and supervise community integration activities such as visits to galleries, museums, special exhibits or field trips.**
- 5. Supervise students during activity, break and lunch periods. Assist with feeding if necessary.**
- 6. Observe safety procedures. Report injury, accident or suspected abusive treatment of clients to Program Manager or Business Manager.**
- 7. Report behavioral incidents and action taken on staffing notes.**

Continued:

- 8. Consistently follow behavior management plan as determined by the Program Manager, family, CVRC and client.**
- 9. Track student progress weekly and complete individual evaluation forms as required.**
- 10. On occasion attend staff meeting and contribute information regarding students to help formulate recommended IPP goals.**
- 11. On occasion take part in staff development, seminars and classes to increase knowledge and skills.**
- 12. Assist with special Creative Center events as requested.**
- 13. Comply with The Creative Center personnel policies and procedures.**

Position Requirements:

- 1. BA/BS or Adult School Credential preferred, but not required.**
- 2. Have thorough knowledge of the population we serve and the competence to adapt and communicate to developmentally disabled adults.**
- 3. Ability to relate to clients and staff comfortably and be able to establish and maintain effective relationships. Ability to interact with the public.**
- 4. Possess a valid California driver's license.**
- 5. Possess a valid first aid certification.**
- 6. Must have submitted proof of fingerprinting, TB test, physical exam and drug screening.**
- 7. Will submit a Criminal Record Statement on first day of employment.**

Revised 6/12/2018CC