

# OPEN POSITION

**DATE:** September 12, 2017

**JOB TITLE:** Curriculum Coordinator

**DEPARTMENT:** Adult Services

**STATUS/ CLASSIFICATION:** Full-time/ Exempt

**JOB SUMMARY:** The Curriculum Coordinator is responsible for oversight of The Arc of Somerset County's College Based Program, The Achievement Center at Raritan Valley Community College. This includes development, implementation and updates to the curriculum, ensure proper staffing for the program, complete required documentation and act as a resource for service recipients to fully experience campus life and the college experience. Provide direct assistance to students/ families with h regards to the application, orientation and ongoing educational processes. Also responsible for developing functional curriculum/ activities for agency day/employment services

**LOCATION:** As per the need of the service; generally work is performed at Arc program sites, Raritan Valley Community College and other institutions of learning, as well as in the community.

**EDUCATION:** BA in Psychology, Education or related field required; Masters Degree preferred

**EXPERIENCE/TRAINING:** Minimum of five (5) years experience assisting individuals with intellectual/developmental disabilities and their families in implementing service plans including post-secondary education, work and/or community activities. Experience in curriculum development and implementation strongly preferred.

**SALARY:** As per Agency salary guide.

**BENEFITS:** Comprehensive Benefits Package: Medical, Dental, Vision, Life, STD, LTD, AD&D, PTO (paid-time-off), Holiday Pay; 401(k), FSA, EAP, credit union; tuition assistance and voluntary benefits (i.e.: AFLAC, Combined, TransAmerica, Mutual of Omaha, etc.)

**RESPOND BY:** September 26, 2017

In-house applicants should direct a letter of intent/ resume to the Director of Human Resources. External applicants should submit a resume to the Director of Human Resources at: [christinaf@thearcofsomerset.org](mailto:christinaf@thearcofsomerset.org).

**EQUAL OPPORTUNITY EMPLOYER**