

JOB DESCRIPTION

JOB TITLE: Curriculum Coordinator

CATEGORY OF EMPLOYMENT/STATUS: Support Staff

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time/Exempt

DEPARTMENT: Employment Services

JOB SUMMARY: The Curriculum Coordinator is responsible for oversight of The Arc of Somerset County's College Based Program. 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. 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, College(s) participating in the program, as well as in the community.

DUTIES:

1. Oversee school-to-community transition program in collaboration with Raritan Valley Community College and other collaborators.
2. Hire, train, evaluate and supervise instructors, substitutes, volunteers and others involved in the program.
3. Provide supports to individuals with intellectual/developmental disabilities in order to promote self-determination and in accordance with their Essential Lifestyle Plans (ELP), IHP or other service plans.
4. Cultivate the necessary contacts to Assist each person served to find work and/or volunteer opportunities and to utilize resources to be fully engaged in campus life and her/ his community.
5. Investigate resources for transportation to activities, if required, in the service recipient's ELP, utilizing personal vehicle or public transportation.
6. Ensure personal and physical care is provided to service recipients, if required in the service plan.
7. Build and maintain a positive rapport with family members, project collaborators, the Division of Developmental Disabilities, DVR, support coordinators and others as required.
8. Participate in in-service training, staff meetings, interdisciplinary team meetings, and other sessions as required.
9. Compile and maintain required program evaluation reports and documentation of program activities in accordance with Agency policies and related funding sources.
10. Develop and coordinate learning programs and activities for center based programs
11. Provide outcome measurements on all program/ curriculum activities
12. Participate in grant seeking/ writing to support curriculum based programs
13. Must cooperate with the Licensee and Department staff in any inspection or investigation.
14. Perform other duties as required by the nature of the position or as requested by Supervisor.

IMMEDIATE SUPERVISOR: Executive Director

DIRECTION OF OTHERS: No Direct Supervision

POSITION WITHIN THE TABLE OF ORGANIZATION: See "Table of Organization".

EDUCATION: BA in Psychology, Education or related field required

EXPERIENCE/TRAINING: Minimum of two (2) 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.

EQUIPMENT: Must possess a valid NJ driver's license and/ or be considered insurable by the Agency's auto insurance carrier. Must be capable and willing to drive different types of vehicles (i.e.: car or van).

JUDGEMENT/INITIATIVE: Must work with minimal supervision. Good professional judgment needed for interaction with consumers, staff, parents, community, and other professionals, family members. Must be able to complete all required documentation and logs.

COMMUNICATION SKILLS: Strong verbal and written skills in English required to communicate effectively with staff at all levels as well as consumers, families, and outside agency personnel.

WORKING CONDITIONS/HAZARDS: Performance of personal and physical care including the moving, lifting and transport of consumers when necessary. The behavior of consumers may change dramatically without obvious cause, creating, at times, hazardous situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY RANGE: As per Agency salary guide.

DATE EFFECTIVE: 1/1/2015

DISCLAIMER CLAUSE: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principle requirements of the position of Curriculum Coordinator in this Agency's operation.

Revised:

Reviewed:

