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## Job Description

**JOB TITLE:** Job Life Skills Instructor

**DEPARTMENT:** Adult Day Program

**CLASSIFICATION:** 6 Bargaining Unit Position

**REPORTS TO:** Program Director

**REQUIREMENTS:**

**Education:**  
Bachelor's Degree and/or

**Experience:**  
Two (2) years experience with developmentally disabled individuals.

**Other:**  
Valid California driver's license, safe driving record and current proof of insurability if driving on agency business. Current Adult First Aid and CPR Certifications. Must be able to pass LiveScan. Knowledge of and commitment to normalization integration principles and its implications for programming. Clear communication skills; both oral and written.

### **BASIC FUNCTIONS:**

Provides direct supervision and training necessary to assure individual clients meet their program objectives and progress toward/through integrated living.

### **DUTIES AND RESPONSIBILITIES:**

- Ability to adapt instructional techniques to various handicapping conditions
- Course work in method and materials curriculum development or vocational rehabilitation for people with intellectual and developmental disabilities
- Ability to task analyze a skill and break it down into teachable components according to individual training needs.
- Plan, implement, and assess the need for instruction/training, as assigned in any or all of the following critical skill's areas:
  1. Toileting
  2. Mobility
  3. Expressive and receptive communication
  4. Hygiene
  5. Eating/drinking
  6. Social, behavior
  7. Intrinsic skills.

Reviewed & Approved Annually by  
Ron Luter 7.11