

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: BIP Instructor

Reports to: Director, Brunswick Interagency Program (BIP)

FLSA: Non-Exempt

Date: August 2014

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION

The BIP Instructor is responsible for teaching individuals with intellectual developmental disabilities at the Brunswick Interagency Program. Responsibilities include instruction, testing, preparing students to live and work independently in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Delivery of practical instruction, (Technology, Literacy, Advocacy, Math, Budgeting, Community Living, Vocational Ed, Health & Wellness).
- Provides an atmosphere, which stimulates learner to strive toward independence and self-esteem
- Assisting in eliminating or decreasing any mental, physical, or social problems that may arise that prohibits or hinders the normalization process
- Work with Director to contribute to the goal setting process for students
- Ability to follow service and provide supportive instruction that increase community living skill development, basic ed, motor skills, and communication skills
- Assists with pre-vocational skill training for learners and assist in developing creative learning activities inside and outside of the classroom.
- Systematically test and document progress on a bi-weekly schedule
- Provides learning activities to cohorts of students that are functioning on different cognitive levels and have various learning styles
- Plans and implement meaningful community learning activities for students to participate
- Participate in BIP Committees such as Rights, Safety, Quality Improvement, Accreditation, etc.
- Confidentiality is extremely imperative. Brunswick Community College follows FERPA guidelines
- Perform other job-related duties as assigned

MINIMUM REQUIREMENTS

- Bachelor's Degree
- At least one-year work experience in intellectual developmental disabilities, special education, or a related field
- Understanding of and commitment to the unique nature and role of education and skill development for adults diagnosed with developmental disabilities
- Ability to deal with mental and physical handicaps

PHYSICAL REQUIREMENTS:

- Must be physically able to lift, carry, push, pull or other wise move objects, including the human body
- Must be physically able to push or pull a wheelchair to move individuals if necessary

PREFERRED:

- NCI Certification
- Ability to use Microsoft Office, Office 365, Internet

This is a 30 hour position with benefits. Salary range is determined by the candidate's education and experience. The position will remain open until filled and subject to budget availability. A completed and signed Brunswick Community College application, a letter stating your qualifications related to the position requirements, skills and abilities, and resume are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to: Human Resources, Brunswick Community College, PO Box 30, Supply, NC, 28462. Fax (910) 754-8229 Telephone: (910) 755-7300

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