



## DOWN SYNDROME INNOVATIONS

**Job Title:** Adult Education Specialist

**Program:** ACE (Adult Continuing Education) Program

**Reports to:** Adult Services Coordinator

### **Job Description:**

The Adult Education Specialist is a full-time position overseeing ACE (Adult Continuing Education) participant skill growth and developing learning opportunities based on the six Pillars of Programming (Daily Living, Communication and Social Skills, Community, Health, Wellness, and Safety, Self-Advocacy, and Vocational). The Adult Education Specialist will create and implement curriculum, create materials, and lead the ACE team in promoting skill acquisition. This position works in partnership with the Adult Services Coordinator to ensure all aspects of adult services are well-coordinated within our organization and that we are improving the quality of life of the adults with Down syndrome we serve.

### **Program Description:**

The Adult Continuing Education (ACE) Program is a specialized education program provided by Down Syndrome Innovations for adults with Down syndrome, aiming to maximize independence and promote productive community participation.

### **Responsibilities:**

#### *Education*

- Provide direct instruction supporting ratio requirements
- Develop and teach learning focus sessions driven by curriculum
- Create individualized ACE Plans for participants in ACE Skill-Building
- Monitor and record progress of participants
- Create opportunities for community integration
- Prioritize safety, dignity, and learning for all adult participants
- Set an example of professionalism and appropriate adult behavior
- Provide training and support to ACE Skills Specialists, ACE Coaches, and other DSI employees

#### *Collaboration*

- Work with the ACE team to strategize solutions as obstacles to learning are observed
- Collaborate with Adult Services Coordinator to ensure best practices and high levels of support
- Participate in Professional Development and Trainings as organized by the ACE and DSI Calendar
- Adhere and oversee policies and procedures set forth by the DSI Employment Guide and ACE Program Guide

### **Qualifications:**

- Passion aligns with organization mission, vision, and beliefs
- A desire to work in a team setting and collaborative environment
- Self-driven and ability to solve practical problems
- Bachelor's degree or college experience in a related field
- Experience working with individuals with Down syndrome or intellectual disabilities in an educational or skill building setting

- Allow for flexibility in schedule, including occasional evenings and weekends, to assist with additional DSI programs and fundraising efforts as dictated by the ACE Management Team
- CPR and First Aid certified (preferable; DSI can provide if hired)
- Maintain valid driver's licenses and clean driving record
- Must pass a background check

**Additional Information**

Benefits include health, vision, dental, and long-term disability insurance, retirement, and PTO