



Instructor Position Announcement

The Bay School is seeking a Full-Time **Instructor** to join the educational team of state-of-the-art school program for children and adolescents diagnosed with autism and other developmental disabilities. The Bay School is a non-profit, nonpublic school located in Santa Cruz, California. The Bay School is part of May Institute, a national organization of award-winning programs for individuals with autism spectrum disorder (ASD) and other developmental disabilities, brain injury and neurobehavioral disorders, and behavioral health needs. The Bay School employs the latest research findings in Applied Behavior Analysis (ABA) to produce measurable and lasting improvements in the lives of the individuals served.

The Position

The Instructor is responsible for planning, implementing, and evaluating teaching programs and behavior treatment programs for students enrolled in The Bay School.

Essential Duties and Responsibilities

- Implement and evaluate instructional and treatment programs
- Participate in the development of Individualized Educational Plans and meetings
- Collect, summarize and evaluate behavioral data
- Assist teachers in making recommendations for modifications if desired behavior change does not occur
- Assist in the development of new programming ideas
- Supervise the arrival and dismissal of assigned students
- Respond to and report emergencies as school policies and procedures
- Personal Care assistance
- Attend staff meetings, pre-service training sessions, and in-service sessions
- Ensure proper maintenance of classroom, other areas of the facility and grounds

Required Knowledge, Skills and Abilities

- Effective verbal and written communication skills
- Utilize various computer software (e.g. word processing, spreadsheets, and database programs)
- Demonstrate flexibility and ability to work collaboratively with colleagues, families and other service providers
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Able to handle multiple tasks simultaneously
- Responsible, caring, eager to learn

Education and Experience

- Bachelor's Degree from an accredited four-year college or university preferred, OR
- Minimum of High School Diploma or equivalent AND two years of college (48 units), OR
- Passing score on an assessment of knowledge/skills competency (administered pre-hire)
- Experience working in a related field is preferred

Work Environment

- Must be tolerant of various noises in a school environment
- Physical position that requires standing and moving around for most of 8 hour day
- Must be able to bend, lift, stoop, stand, stand for long periods of time
- The ability to lift and move objects weighing up to 50lbs. with or without accommodation
- Must be ok working in a fast-paced environment

Special Conditions of Employment (upon hire):

- Cleared background check
- Cleared TB test
- Copy of Education Records
- Copy of DMV driving record

Application Procedure

Each applicant must submit the following items to be considered for this position:

- a) Completed and signed Bay School application (a copy can be downloaded at www.thebayschool.org)
- b) Resume

The Bay School seeks applications from all qualified individuals. The Bay School does not discriminate in employment opportunities or practices on basis of race, color, religion, sex, national origin, age, ancestry, mental or physical disability, sexual orientation, medical condition, marital status, veteran status or any other characteristic protected by law.

EOE

Email, Fax or Mail Application and Resume to:

Josh Stogner
The Bay School
1026 Capitola Road
Santa Cruz, California 95062
PH: (831) 462-9620 x210
FAX: (831) 462-9616
EMAIL: jstogner@thebayschool.org