

Job Description

Ready For Life Academy Program Director

Ready For Life, a nonprofit organization, is looking for a motivated individual to be the program director at for the Ready For Life Academy (RFLA) programs at Calvin University, Ferris State University and Hope College. RFLA offers inclusive education services and life skills training to individuals with intellectual disabilities in a college environment as we work with clients to reach their goals of independence and employment.

As the Academy Program Director your Responsibilities will:

- Recruit new students for the Ready For Life Academy program.
 - Create marketing tools as needed. (Example: brochures)
 - Host two visit days a year at each campus to showcase the programs to potential students.
 - Attend recruitment fairs.
- Process all student applications with admissions team.
 - Review all incoming applications.
 - Complete a rubric for each applicant.
 - Complete a template for each accepted student for academy staff.
- Support, oversee, and train Ready For Life Academy Teachers, Classroom Assistants, and other staff.
 - Be part of the hiring team for all new academy staff.
 - Lead new student intake meetings with academy staff at each campus.
 - Assist with discipline policy as needed with students and staff.
 - Lead academy staff through bi-weekly team meetings at each campus.
 - Provide monthly opportunities for all academy staff to participate in professional development.
 - Support staff with curriculum scope and sequence and resources as needed.
 - Conduct yearly annual reviews on academy staff.
- Communicate with interested, incoming and current families as needed.
 - Interested – share information about the program and visit days.
 - Incoming – answer individual questions, set up intake meetings. Support students and families through the orientation process.
 - Current – respond to parent concerns, communicate program changes.
- Respond to emergencies as needed. You will be on-call 10 days per month.

Job Description continued

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Position

This is a full-time position from August 1 to June 30 (40 to 45 hours per week) and part-time in July (respond to emails and phone call once a week).

Qualified applicants possess:

- A passion for our mission of working with people with intellectual disabilities.
- A minimum of four years classroom teaching experience.
- Ability to take and complete Community Mental Health training courses.
- Administrative experience.

Required education:

- Bachelor's Degree in Special Education or related field.

Required license or certification:

- Active teaching degree.

Salary: \$60,000/year plus benefits

For more information or to apply please reach out Emily Perton at emily.perton@rflnetwork.org