

# WATCH RESOURCES, INC.

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12801 Cabezut Road, Sonora, CA 95370  
(209) 533-0510  
www.watchresources.org

## JOB DESCRIPTION

**Position Title:** Instructor

**Classification:** Non-Exempt, Full-Time,  
Part-Time

**Reports to:** Program Director or  
Assistant Director

**Grade:** 2

**Supervises:** None

### **Purpose:**

To supervise, instruct, and counsel intellectually disabled adults in day training, vocational, social/recreational, supported employment, supported living and to transport participants as assigned.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** Tasks including but not limited to the following.

1. Advocate for participants and provide support and training to help develop and meet their Independent Service Plan (ISP).
2. Instruct participants and assist groups in activities related to vocational skills, physical development, personal hygiene, dining, toileting, adult social and recreational activities, arts and crafts, essential living skills, and life and communication skills.
3. Develop curriculum materials.
4. Assist and or Prepare ISP's, lesson and behavioral plans, reports and other paperwork as necessary.
5. As needed, meet with parents, Client Program Coordinator (CPC), and others, on or off site, to discuss participant concerns, progress and review of their Individual Program Plan (IPP).
6. Supervise participants. Oversee behavioral plans, participant safety, and hygiene issues.

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7. Assist with maintaining participant files.
8. Ability to work flexible hours. Scheduled hours will be determined by the program needs of participants.
9. Using an agency or personal vehicle to transport program participants to job sites, appointments, shopping and social/recreational activities as directed to provide quality programming.
10. Attend staff meetings, educational trainings, and other job-related meetings as requested.
11. Understand and demonstrate the safe use of equipment specific to your job.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

## **A. Education and/or Experience:**

1. High school diploma or GED required.
2. College credits in education, counseling, or a related field preferred.
3. One year work experience required. Direct service to intellectually disabled persons preferred.

## **B. Working Knowledge of:**

1. Disabilities and related characteristics of individuals, served by the agency, to deal positively and creatively with intellectually disabled adults.
2. Effective interpersonal communication skills.
3. Windows based computer programs in word processing, preferably Microsoft Office.

## **C. Language Skills:**

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1. Ability to communicate verbally and in writing.
2. Good writing and computer skills.
3. Effectively be able to present information and respond to questions from program participants.

## **D. Reasoning Abilities:**

1. Follow written and verbal directions.
2. Adhere to instructional and behavior plans.
3. Ability to communicate effectively, establish and maintain professional, cooperative relationships with agencies, fellow employees and general public.
4. Interpret and follow a variety of instructions provided verbally, written in diagram or schedule form.
5. Ability to solve practical problems and use available resources.
6. Report incidents of real or alleged harm, abuse, or behavior change to Director or Assistant Director of Program.

## **E. Certificates, Licenses, Registrations:**

1. Possession of a valid California Motor Vehicle Operators License and a clear driving record, determined by a Department of Motor Vehicles record. Will be required to obtain a Class B License.
2. Health screening including a drug and alcohol screening and TB test performed by a physician verifying ability to complete job duties and confirming the absence of contagious disease.
3. Department of Justice and Federal Bureau of Investigation criminal record clearance.
4. Possession of or the ability to acquire a Red Cross First Aid and CPR Certificate.

**Summary of Customary Physical Demands:** The physical demands described below are representative of those that must be met by an employee to successfully perform

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the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**Constantly (over 66%)** walking and using repetitive hand motions;

**Frequently (34-66%)** standing, bending over, pushing/pulling, lifting/carrying up to 50 lbs., subjecting skin/hands to water and gripping/grasping;

**Occasionally (1%-33%)** sitting, reaching overhead, balancing, lifting/carrying over 50 lbs., exposed to chemicals and utilizing foot controls.

## **Hazards, Working Conditions, Equipment Used:**

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Dust, Gas, Fumes, Hazardous Materials, Blood/Body Fluids, Marked Changes in Temperature

### Equipment Used:

- Driving Vehicles/Equipment
  - i. Must be able to drive to and attend events and meetings as well as transport consumers.
  - ii. Commercial C driver license may be required.
- Operating Equipment/Machinery  
*Computer, Fax Machine, Calculator, Printer/Copier, Telephone*
- Personal Protective Equipment (PPE)
  - i. Safety Equipment - *ear plugs, goggles, etc*
  - ii. Equipment specific to job contracts and class activities - *landscape equipment, sewing machine, janitorial equipment, etc.*

Regarding Use of Senses: Hearing Impairment Acceptable, Color Vision Impairment Acceptable, Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required.

**Work Environment:** The work environment conditions described here are representative of those any employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

As an Instructor the work environment will be dependent on the individual's department.

1. Small, medium and large in-door settings with central heating and air conditioning system, handicap accessible, noise level moderate to high, lighting provided by artificial means and windows;

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2. Small office area with central heating and air conditioning system, handicap accessible, noise level moderate, lighting provided by artificial means and windows;
3. Out-of-doors, in and out of car or bus, weather conditions dependent on the season, temperatures: low, 30° to high, 100° plus.

I have read and understand and am able to perform the functions of the job of Instructor as outlined above. I have received a copy of this Job Description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date