

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Non-Certificated Instructor – Adults with Disabilities / Independent Pathway Program

DEFINITION

Under the supervision of the Adult School Principal, the Non-Certificated Instructor supports adult students with mild to moderate disabilities enrolled in the Independent Pathway Program (IPP). This position emphasizes a person-centered approach to teaching and learning, focused on fostering independence, life skills, community integration, and individualized support. The instructor provides direct instruction, supervises students in classroom and community settings, and works collaboratively with families, staff, and outside agencies to promote student success.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

- Provide individualized and small-group instruction using a person-centered teaching approach tailored to each student's strengths, needs, goals, and preferences
- Implement Community-Based Instruction (CBI) activities that support functional skill development, independence, and meaningful participation in community settings
- Administer and score CASAS Independent Living Assessments, using results to guide instruction, goal-setting, and progress monitoring
- Collaborate with the San Andreas Regional Center (SARC) and other agencies; assist with coordinating services and supporting compliance with individual service plans
- Facilitate Individual Program Plan (IPP) meetings, ensuring student voice, family partnership, and alignment of program activities with IPP goals
- Develop and deliver structured lesson plans that support daily living skills, community safety, employability, communication, self-advocacy, and social skills
- Supervise, support, and coach students during volunteer or vocational activities in the community
- Maintain accurate documentation including attendance, progress, incident reports, assessment data, and communication logs
- Follow district and program health and safety procedures; respond appropriately to students experiencing seizures or other disability-related health complications, including administering first aid and implementing individualized health plans as directed
- Collaborate with certificated staff, instructional assistants, behavioral support staff, and administrators to ensure coordinated student support
- Participate in professional development, program meetings, and training related to adult education, disabilities, safety, and instructional strategies

QUALIFICATIONS

Knowledge of:

- Understanding of mild/moderate disabilities, including developmental, intellectual, and neurological disabilities

- Strong knowledge of person-centered practices and how to integrate them into daily instruction
- Skill in delivering small-group instruction and adapting curriculum for varying levels of ability
- Knowledge of Community-Based Instruction best practices and the ability to supervise students safely in community settings
- Experience or familiarity with SARC systems, service coordination, and regional center expectations
- Bilingual (Spanish or other language commonly spoken in the district) is highly desirable
- Knowledge of IEP software (SIRAS or similar) and familiarity with IDEA and California
- Data analysis and utilization
- Conflict resolution, time management, and organization
- District goals as outlined in the PGUSD Local Control and Accountability Plan

Ability to:

- Ability to administer, interpret, and utilize CASAS Independent Living Assessments
- Establish and maintain working cooperative relationships with students and school personnel, parents, outside agencies, co-workers and the community
- Ability to respond to health-related incidents such as seizures and follow established care plans
- Have patience, compassion, and strong interpersonal skills when supporting neurodivergent and disabled adults
- Ability to drive district 9 passenger van
- Work effectively with students having academic or behavioral difficulties
- Set high-level goals, develop long-range plans, problem-solve
- Prioritize, organize, and multi-task
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Interpret, apply and explain rules, regulations, policies and procedures
- Listen to and understand information and ideas presented through spoken words and sentences
- Communicate information and ideas in speaking so others will understand
- Perform under demanding, often stressful situations
- Remain flexible and focused during interruptions and distractions
- Meet deadlines, schedules, and goals
- Display tact and courtesy
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions
- Understand and implement all District safety protocols

EDUCATION AND EXPERIENCE

- Experience working with adults with disabilities, preferably in an educational or community-based program
- Knowledge of instructional strategies for adults with mild/moderate disabilities
- Ability to work independently and as part of a collaborative instructional team
- CPR/First Aid certification (or ability to obtain upon hire)
- Valid CA Driver's License

PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of the position are the essential physical requirements:

- See, for purposes of working on the computer, reading materials, reports, instructions and other printed material
- Understand speech at normal levels in person or on the telephone
- Ability to communicate in English so others will be able to clearly understand a conversation in person or on the telephone
- Sit, stand, and walk for extended periods of time, and occasionally run
- Ascend and descend steps
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 40 pounds
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach in all directions

WORKING CONDITIONS

- Indoor/Outdoor environment, standing and walking for prolonged periods of time
- Office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal
- School-based setting with occasional district-wide assignments
- May involve travel between sites
- Interaction with children of varying age, needs, and backgrounds

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans with Disabilities Act regarding reasonable accommodation procedures.

Board Approved: _____