



## Position Description

Title: **Academy Instructor**  
Supervised by: Senior Learning and Development Manager  
Classification: Full Time, Salaried, Exempt  
Starting Pay: \$79,000 Annual Salary

**Position Summary.** This role focuses on providing top-quality instruction to learners at the Jubilee Academy, a workforce development program for Jubilee Association of Maryland and other organizations supporting people with disabilities. This is a full-time position that involves significant time spent teaching a variety of classes to adult learners, as well as assisting with curriculum development and course design. Some occasional weekend or evening work will be required to attend team meetings, conduct training, meet with new employees, and provide customer service outside of traditional business hours.

### Responsibilities

- Using Jubilee's curricula, teach courses that build skills for direct support professionals (DSPs), including transformative communication, the Mandt system, DSP II, CPR/First Aid, new hire orientation, and more. Classes will cover topics ranging from fundamental human rights, human behavior and crisis intervention, and leadership development.
- Demonstrate exemplary instructional skills including cultural humility, knowledge of adult learning styles and needs, the ability to pivot to respond to learners' needs in real time, and consistent dedication to Jubilee's core values.
- Collaborate with the Learning and Development team to develop a train-the-trainer program.
- Assist with strategic implementation of the Jubilee Academy's goals, including attending all Advisory Committee and Train the Trainer meetings, and eventually facilitating these meetings.
- Design a variety of in-person course content in partnership with the Senior Learning and Development Manager, as well as internal and external stakeholders of the Jubilee Academy.
- Work in partnership with the Senior Learning and Development Manager on other short- and medium-term projects to support the success of the Academy and other Jubilee strategic initiatives.
- Cross-train on assigned duties with other departmental staff.
- Other projects and duties related to the functions of the department.



### **Qualifications**

- Bachelor's degree required; master's degree in the art of teaching or a closely related field strongly preferred.
- 2 or more years' experience as a professional teacher in an academic setting, corporate trainer, or facilitator required.
- Excellent customer service.
- Extremely detail oriented and organized. Ability to manage multiple projects and detailed transactions daily.
- Experience in or connection to disability services is a plus; DSP II certification an additional plus.
- Adept with commonly used office technology, such as the MS suite, databases, Zoom, smart TVs, etc.

**Compensation.** \$79,000 per year and competitive benefits including four weeks of vacation, health/dental/life/disability insurance, student loan assistance, paid parental leave, retirement, \$1,000 annual staff development fund, periodic reimbursement of vacation expenses, and much more.

**All employees must be fully vaccinated before starting work.**

**Jubilee is currently operating a hybrid workplace model for most administrative roles. Candidates should live within commuting distance of our Kensington, MD office.**

**About Jubilee.** Jubilee Association of Maryland is a faith-based nonprofit that provides opportunities and support for adults with intellectual and other developmental disabilities to live in and enrich their community while fulfilling their personal, family, social, and spiritual needs. Jubilee was started by Hyattsville Mennonite Church in 1978 as part of the movement to bring people with intellectual disabilities out of segregated institutions and into the community. Since then, Jubilee has grown to be a leader in person-centered disability services, currently supporting more than 180 people who are included in their communities across Montgomery County, Maryland. The organization has a staff of more than 400 and an annual budget of more than \$30 million. Through partnerships, innovation, and attentive care, Jubilee is a leader in providing the highest quality services and helping demonstrate the power of inclusion. Learn more at [www.jubileemd.org](http://www.jubileemd.org).

**Jubilee Association of Maryland is an equal opportunity employer that values a diverse workforce. We are committed to equal employment opportunity regardless of race, color,**



**national origin, citizenship, sex, gender identity, sexual orientation, marital status, age, disability, physical characteristics, genetic information, physical characteristics, veteran status, or religion.**