
Job Title	Creative Exchange Lifelong Learning Instructor
PVN ID	SI-2508-006998
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	OCEE
Status	Part Time
Hourly Rate	\$40.45-\$40.45
Hour(s) a Week	0.00-2.00
Closing Date	Oct 28, 2025 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Community Educational Engagement (OCEE) is a central resource and bridge connecting the college and community. Our purpose is to prepare students to more fully participate and thrive through academic programs, supportive learning communities, and collaborations across campus and within the community.

Drawing from our deeply rooted history in disability rights, the OCEE's Creative Exchange program is a community for lifelong learning serving adults over the age of 21 with intellectual and developmental disabilities (IDD). We provide skills training and unique learning experiences in and out of a college classroom for personal growth and self-empowerment that responds to the student's self-identified needs.

The instructor position reports to the Director of Community Educational Engagement and will plan and teach a modified journalism course, and lead the program's yearbook committee.

Role: Modified instruction for adults with intellectual and developmental disabilities

Schedule: Monday, 6:15pm-8:15pm

Salary: \$40.45 an hour

Modality: In person

Other Duties

- Plan and implement lessons that offer engaging learning experience based on the course descriptions.
- Ensure hands on activities are incorporated in lessons where appropriate
- Incorporate strategies that help students reach their self-identified goals in your lesson planning
- Adjust lesson planning and instruction based on student feedback and performance as needed
- Participate in meetings and professional development as required
- Ensure a safe classroom environment, where there is mutual respect and student's rights are upheld
- Timely submission of daily attendance using the template provided by the program
- Timely completion and submission of Student Ratings based on attendance records
- Plan and feature a student-centered end of semester project, activity, performance, or presentation during Showcase Week
- Guides undergraduate students as needed who are supporting their classes
- Other duties as assigned

Qualifications

- As a local, lifelong learning program, Creative Exchange honors the lived experience of our staff and instructors. We recruit, screen, and hire professionals who have worked with adults with intellectual and developmental disabilities, retired Educators, retired professionals, and retired enthusiasts who have passion for their craft to engage our students, regardless of ability.
- Working knowledge of various disabilities
- Excellent communication (written, verbal, and interpersonal) skills, and able to mediate conflict
- Ability to work collaboratively with colleagues and be proactive
- Excellent time management and organizational skills
- Highly motivated with a willingness to be flexible and creative
- Bachelor's Degree and/or industry-recognized credentials are preferred
- Experience teaching adults with adult education training preferred

Course Descriptions:

Story Hunters: Tell the story! In this Journalism class, share your most memorable news stories, discover new current and past events, and learn how stories get told. Together we will explore how important news is, how it's shared and what journalists do! You'll join in group activities to help you become your own reporter by interviewing your classmates or asking them questions and gathering information. Together with your peers you will practice telling the who, what, when, where and why of the story.

Yearbook Committee: Be a part of the first ever Yearbook Committee! Whether it's fun moments, friendly faces, or special highlights, you'll help create a book of our best memories! Take and gather photos, work on captions together, and be the voice that tells everyone what makes Creative Exchange so special. Together, the class will work on creating an everlasting memory. You'll work alongside friends every step of the way, selecting themes like "Most Smiles," "Fun Times," or "Team Spirit". Let's capture the moments that have made Creative Exchange shine!