

Community & Educational Coordinator

Locations: All STEP sites across Michigan (travel required) • **Status:** Full-time, non-union, non-exempt

Join STEP and play a vital role in empowering individuals with disabilities to thrive educationally and socially. In this dynamic role, you'll lead engaging classroom and community-based programs, develop competency-driven curriculum, and collaborate with site managers, skills trainers, and external partners to create consistent, high-quality learning experiences that make a real difference in people's lives. You will also ensure compliance with MDHHS, DWIHN, Medicaid, and CARF standards through regular monitoring, unannounced quality checks, and precise oversight of daily documentation.

We are seeking candidates with a minimum of a high school diploma (Bachelor's preferred) who bring at least one year of direct experience working with individuals with disabilities or in human services. You should be proficient in Microsoft Office and SharePoint, hold a valid Michigan driver's license, maintain a reliable personal vehicle, and have approval from STEP's insurance provider. This role also requires ongoing participation in professional development and state-level credentialing to meet licensure requirements.

In return, STEP offers a competitive hourly wage, a robust benefits package—including health insurance, retirement contributions, generous paid time off, and professional development opportunities—and a supportive, inclusive environment committed to career growth and equity.

Services To Enhance Potential
2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

COMMUNITY & EDUCATIONAL COORDINATOR

QUALIFICATIONS:

- Education:** Bachelor's Degree from an accredited College or University preferred. HS Diploma required.
- Experience:** A minimum of one (1) year in human service
One (1) year working with persons with disabilities.
Proficiency in Microsoft Office and SharePoint required.
- Licensure:**
A Valid Michigan Driver License
Approval from STEP's Insurance Carrier
- Status:** Non – Union, Non–Exempt

PRINCIPLE FUNCTIONS:

Responsible for the oversight of the classroom and community-based activities at all STEP locations including: Development of competency-based educational programming. Monitoring, review amendment of lesson plans. Maximizing participation in classroom activities. Assuring consumer satisfaction in educational services. Will work closely with Site Managers to develop and maintain robust community programming.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- A. Oversight of Educational Programming throughout agency including classroom & community-based classes.
- B. Development and management of competency-based curriculum.
- C. Assure effective training is occurring within classroom and community through observation of classes.
- D. Assure Classroom and community-based Skills Trainers are prepared for classroom and community activities by providing curriculum and other pertinent materials.
- E. Coordinate development of new classroom trainings based on the needs and desires of Consumers served. Development will also include involvement from respective STEP staff, including Supports Coordinators, Vocational Service Coordinators, Skills Trainers and Employment Representatives.

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- F. Ensure conformance to MDHHS, DWIHN, Medicaid, and CARF requirements and standards.
- G. Maintain a personal vehicle for use in performing job duties.
- H. Adhere to all Services To Enhance Potential's Policies and Procedures.
- H. Identify and promote opportunities for employment, volunteer and community experiences.
- I. Establish and maintain positive relations with community partners.
- J. Identify and promote opportunities for volunteer and community experiences and develop new volunteer and activity sites in the community which meet the needs and desires of persons served. Will also work towards a standardized community program across STEP.
- K. Will work with Site Managers and human resources on staff utilization, travel, staff orientation, personnel practices, employee development, and program development within the community-based program.
- L. Will perform random, unannounced checks, monitor and evaluate staff activities in the classroom and community.
- M. Will work with Skills Trainers to ensure the quality of all daily notes and ensure that they are individualized and inline with Member goals and objectives.
- N. Participate in approved educational activities to meet any State of Michigan licensing and DWIHN Credentialing and Re-credentialing requirements.

Marginal Functions:

- A. Participate on Services To Enhance Potential committees as assigned.
- B. Participate in the ongoing growth and development of Services To Enhance Potential through attendance at and participation in staff and other Services To Enhance Potential meetings.
- C. Represent STEP in the community and provide information regarding STEP programs and services.
- D. Assume any other duties and responsibilities as assigned by the supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

REPORTS TO: Director of Program Services

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SUPERVISES: None

TECHNICAL ASSISTANCE RECEIVED:

Employment Representative, Supports Coordinators, Skills Trainers, Resource Site Managers.

Date Approved: 1/8/2018

Date Effective: 1/8/2018

Date Reviewed: 1/24/2018, 8/1/24

Date Revised: 11/09/20, 3/1/2022, 8/1/24, 6/20/25

Employee Signature

Date

Printed Name

Attachment: Physical Efforts/Environment Checklists

Job Position: Educational Coordinator

Physical Effort	Essential Y/N	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

Hand Movement	Y				X
Repetitive Motions	Y		X		
Grasping	Y			X	
Holding	Y			X	
Finger Dexterity	Y			X	
Reading	Y				X
Writing	Y				X
Eye-Hand Coord.	Y			X	
Vision	Y				X
Color Discrimination	N				
Prepare/Analyze Figures	Y				X
Visual Inspection	Y			X	
Meas./Assm. close to eye	N				
Skilled Trades	N				
Hearing	Y				X
Talking	Y				X
Standing	N				

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Gases	N				
Hazard Exposure	Y	X			
Chemical Spills	N				
Gas Leaks	N				
Infectious Bacteria	Y		X		
Acidic/Oily Substances	N				
Respirator Usage	N				
Electric Hazards	N				
Overtime	N				
Others					