

Job Title: Co Teacher – Autism Career Training

Location: 4030 Dream Vly Rd, Franklin, TN 37064

Program: Autism Career Training

Schedule: Monday–Friday, 8:15 AM – 3:45 PM

Position Summary

The Co-Teacher plays a key role in fostering the growth, independence, and well-being of young adults with autism. Working closely with the Lead Teacher, the Co-Teacher helps deliver structured programming across a variety of life-skill domains, including independent living, communication, pre-vocational training, and behavioral regulation. With direction from the Lead Teacher, the Co-Teacher contributes to lesson execution, materials preparation, trainee engagement, and family communication to ensure a safe and supportive classroom environment that honors each trainee's abilities, dignity, and goals.

Key Responsibilities

Trainee Support & Safety

- Promote the physical, emotional, and behavioral well-being of each trainee.
- Encourage autonomy, independence, and appropriate choice-making throughout the day.
- Support structured routines and activities that reflect individualized trainee goals with guidance from the lead teacher.
- Supervise and assist trainees during all program activities, including transitions.

Instruction & Collaboration

- Collaborate daily with the Lead Teacher to plan and implement the classroom schedule.
- Assist in preparing instructional materials aligned with trainee goals and learning styles.
- Support the creation and implementation of individualized support plans and goals.

- Lead classroom routines and instruction in the absence of the Lead Teacher.
- Assist in group management and splitting the classroom into appropriate groups for skill-building activities.

Family & Team Communication

- Send out end-of-day communication to parents/caregivers summarizing trainee progress and events.
- Share classroom or trainee concerns with the lead teacher

Staff Member Responsibilities:

- Represent ACT with professionalism, respect, and commitment both within the center and in the community.
 - Follow all organizational policies, procedures, and safety guidelines.
 - Contribute positively to team culture and uphold organizational values through collaboration, flexibility, and a growth mindset.
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Qualifications

Required:

- Bachelor's degree in Special Education, Education, Psychology, or a related field.
- Experience working with individuals with autism or developmental disabilities.
- Strong interpersonal, organizational, and communication skills.
- Ability to work as part of a multidisciplinary team.

Preferred:

- Teaching license or certification in Special Education.
- Experience with ABA strategies, behavior support planning, or data collection.

- Familiarity with transition-aged youth or young adult programming.
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Physical & Environmental Requirements

- Ability to actively engage with trainees (including standing, bending, and lifting up to 25 lbs).
 - Work is primarily in a classroom or center-based setting.
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ACT is an equal opportunity employer and is committed to diversity, inclusion, and the empowerment of all staff and trainees.