



**JOB DESCRIPTION**

<b>Job Title</b>	Special Education Instructor – Project SEARCH
<b>Department</b>	Special Education
<b>Reports To</b>	Director of Special Education
<b>Classification</b>	Certified
<b>Location</b>	District Wide
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	199 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

**Job Summary**

Under the direction of the Director of Special Education and in accordance with established policies and procedures, the Project SEARCH Instructor will help develop and coordinate the Project SEARCH program and provide instruction for students enrolled. The Project SEARCH Instructor delivers the employability skills curriculum and works with each intern’s team to reach the goal of competitive employment.

**Essential Job Functions**

- Maintains, participates, coordinates, and/or leads the Member Portal to maintain records of staff changes, interns’ internship experiences and employment outcomes including jobs gained, wages, hours worked per week, benefits taken, etc.
- Recruit appropriate students with disabilities for Project SEARCH
- Attends individualized education program meetings for possible student recruits.
- Connect students to appropriate community services such as State Rehabilitation Services or local Developmental Disabilities agencies through the referral and eligibility processes.
- Identifies internship sites within the host business to identify internships that builds a variety of marketable skills that lead to competitive integrated employment.
- Ensures that internships include measurable skill gain that are assessed according to productivity, quality, and safety benchmarks.
- Facilitates regular Employment Planning Meetings with interns, families, and agency personnel to determine career interests, job preferences, skills, and abilities to design an individualized approach to job development.
- Identifies and problem solves solutions to challenges that interfere with completion of Project SEARCH and gaining or maintaining employment for Project SEARCH interns.
- Uses universal design concepts to design and implement accommodations and adaptations needed at the internship sites.
- Develops, creates, and maintains assessment tools to evaluate intern progress, communicate with the team, and identify additional skill/task development.

- Prepares related program materials (orientation information, contracts, handbook, overview, etc.)
- Assess intern progress and communicates that progress regularly to the intern’s team.
- Makes instructional and training adjustments to provide interventions for interns who are not making progress.
- Develops resumes/portfolios for each intern that documents measurable skill gains, internship experiences, certifications gained, recommendations, etc.
- Provides Project SEARCH employability skills curriculum in the classroom and reinforces the internships to develop skills, knowledge and work habits leading to successful employment.
- Participates in Project SEARCH Steering Committee and onsite team meetings.
- Coordinate and schedule onsite skills trainers to meet the support needs of the interns.
- Coordinates with the business liaison, onsite team, and job developer (external) to secure competitive, integrated employment at the host business or in the community.
- Coordinate travel training (when appropriate) through public transportation or other available transit methods.

#### **Ancillary Job Functions**

- Attends professional development offerings as available.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Valid Wisconsin Teaching license in special education.
- NCI certified or must obtain certifications as soon as practical after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Successful experience working in secondary education.
- Successful experience in a leadership role.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of culturally responsive practices.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Strong organizational, planning and time management skills.
- Excellent writing and public speaking skills.
- Strong ability to work effectively with individuals and groups.
- Broad and current knowledge in the areas of special education, beyond 18 programming, and laws and procedures, pertaining to SPED.
- Evidence of competencies in classroom behavior management.
- Desire to serve as a team player.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Excellent leadership skills.
- Ability to work a flexible schedule including work as directed outside of the school calendar.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.
- Project SEARCH will be housed off-site at a host business and requires local travel.
- May occasionally be exposed to potentially hazardous bodily fluid, hazardous traffic conditions, or fumes/airborne particles.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Regularly required to drive to other locations.
- May occasionally be required to lift up to 20 pounds; rarely up to 50 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.