

Job Description

Job Title: Instructor, Project SEARCH

Supervisor: Special Education Director or Transition Coordinator

Position Code:

Pay Grade: 35A, 37A, 38A, 39A

Job Classification: Exempt

Contract Length: 192 Days

General Summary of Position:

Under the direction of the administrator 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 Duties:

1. Support the recruitment of appropriate students with disabilities for the Project SEARCH program.
2. Attend IEP meetings for possible student recruits and existing interns.
3. Connect students to appropriate community services such as State Rehabilitation Services or local Developmental Disabilities agencies through referral and eligibility processes.
4. Identify internship sites within the host business to build a repertoire of marketable skills that lead to competitive, integrated employment.
5. Develop and ensure that internships include measurable skills gain that is assessed according to productivity, quality, and safety benchmarks. With that, skills lead to successful postsecondary transition goals.
6. Facilitate regular Employment Planning Meetings with interns, families, and agency personnel to determine career interests, specific job preferences, skills, and abilities to design an individualized approach to job development.
7. Identify and problem-solve solutions for challenges that interfere with the completion of Project SEARCH and gaining and maintaining employment.
8. Use universal design concepts to design and implement accommodations and adaptations needed at the internship sites.
9. Use VocFit and other assessment tools to evaluate intern progress, communicate with the team, and identify additional skill/task development.
10. Assess intern progress frequently, communicate that progress regularly to the intern's team and make instructional and training adjustments, and provide interventions for interns who are not making progress.
11. Develop resumes/portfolios for each intern that document measurable skills gained, internship experiences, any certifications gained, recommendations, etc.
12. Provide Project SEARCH employability skills curriculum in the classroom and reinforce in the internships to develop skills, knowledge and work habits leading to successful employment.
13. Continuously update 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.
14. Actively lead and participate in Project SEARCH Steering Committee and onsite team meetings.
15. Coordinate and schedule onsite skills trainers to meet the support needs of the interns at the end of every day.
16. Work with the business liaison, mentors, onsite team, and job developer (external) to secure competitive, integrated employment at the host business or in the community.
17. Offer training to business liaisons, mentors, and onsite team to effectively work with interns based on individual needs.
18. Coordinate and assist in travel training (when appropriate) through public transportation or other available transit methods for parents, students, and internal stakeholders.

Other Duties

1. Coordinate and plan professional development for the team for early release and student no-report days based on the Newport News Schedule.
2. The curriculum must be turned in with lesson plans
3. Accountable for the attendance of all team members during working hours
4. Responsible for notifying the transition specialist whenever any team member, including self, is late or absent.
5. Note every incident in the incident log and follow the protocol for school notifications.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree and a valid Virginia Department of Education teaching license with special education endorsement. ACRE Basic Employment Certificate is preferred. A minimum of three years of successful, recent, and relevant experience as a classroom instructor for youth with intellectual and developmental disabilities at the secondary level. Demonstrated ability to employ a variety of instructional strategies that connect the curriculum to the learner. Knowledgeable of current best practices in the field of transition and supported employment. Experienced in differentiating lessons and settings to meet the needs of interns and their varied learning styles. Effective interpersonal communication skills that promote relationship-building with interns, families, host business staff, Project SEARCH team members, and other community agencies. Organizational ability, self-directedness, and initiative when given a variety of responsibilities and assigned tasks. Ability to make decisions and problem-solve within a team of service providers.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: N/A

Supervision Received: Special Education Director or Transition Coordinator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Project SEARCH Instructor will be required to follow any other instructions and to perform any other related duties as assigned by the Special Education Director or Transition Coordinator or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals:

Supervisor	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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