

**Job Title:** Transition Opportunities & Pre-Employment Skills (T.O.P.S) Instructor

**Supervisor:** Campus Administrator

**Employment Terms:** 11 Months

**Salary Range:** \$50,000 - \$65,000

**Location:** Northwest Campus (7:00 AM – 3:30 PM)

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Instruct T.O.P.S. students utilizing active learning techniques, continually develops and refines syllabi and lesson plans to maximize student success and industry employment preparedness.
  - Identify students' strengths, interests, and abilities related to skill acquisition, job exploration and post-secondary goals.
  - Demonstrate and differentiate instructional methods for the purpose of providing an effective program that addresses individual student learning needs.
  - Perform specific job analysis, task analysis, and job matching activities.
  - Manages student behavior in a variety of educational environments by providing a safe and positive learning environment.
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communication student progress.
- Actively participates in the curriculum development process ensuring aligns with industry standards; determines quality resources and materials necessary to meet course requirements, requisitioning them as needed, while working within the established budget.
- Assesses student progress towards objectives, expectation, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement.
- Use student data to drive instructional practices.
- Keeps current and accurate records of students' progress and attendance consistent with West-MEC policies; responds to requests for student information in an effective and timely manner.
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals.
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting.
- Partners with instructional team leaders for planning, implementation, and reflection on instruction.

- All other duties as assigned.

**Knowledge and Skills:**

- Knowledge of West-MEC district policies and procedures.
- Experience working with students with intellectual/ developmental disabilities.
- Knowledge with developing modifications and accommodations for students with intellectual/developmental disabilities in workplace settings.
- Knowledge for developing inclusive communities.
- Ability to prioritize program issues.
- Excellent problem solving skills.
- Skill in establishing effective working relations with coworkers and business partners.
- Strong organizational and communication skills.
- Skill set in placement of students in field trained.
- Working knowledge in operating a personal computer utilizing a variety of software applications.

**Requirements:**

- Bachelor's Degree in Education.
- Arizona Department of Education Certificate in Special Education.
  - Mild/Moderate Preferred.
- Two or more years of teaching experience in secondary education setting.
- Experience working with high school students with disabilities transitioning to post-secondary.
- Experience working in a collaborative and diverse population.
- Ability to lift up to 50 lbs.
- Must possess a current Arizona Driver's License.
- Must be able to pass fingerprint and background checks.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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