

Job Title: Project Search Instructor/ Distribution

Supervisor: Director of Exceptional Student Services

Employment Terms: 11 Months

Salary Range: \$43,350 - \$68,850; Annually

Location: Distribution: San Mar
1100 N 127th Ave
Avondale, AZ 85323

Skill Sets:

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

Essential Duties and Responsibilities:

- Recruit appropriate interns with disabilities for Project SEARCH
- Provide established employability skills curriculum in the classroom and reinforce internships to develop skills, knowledge, and work habits leading to successful employment
- Follow and implement Project SEARCH Model Fidelity
- Connect interns to appropriate community services such as Vocational Rehabilitation or Department of Developmental Disabilities agencies through referral and eligibility processes
- Identify interns' strengths, interests, and abilities related to skill acquisition, job development, and placement
- Identify internships sites within the host business that build a variety of marketable skills that lead to competitive, integrated employment
- Maintain positive relationships with host businesses to develop increasing internship options
- Provide business site mentors with disability training
- 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
- Use universal design concepts to design and implement accommodations and adaptations needed at the internship sites and within the curriculum
- Identify and create solutions for behavioral concerns for interns
- Perform specific job analysis, and job matching activities
- Develop work portfolios for each student to include items such as skills gained, credential attainment, and resumes

- Seek appropriate community job site consistent with interns' interests and skills
- Actively participate in Project SEARCH Steering Committee and onsite team meetings
- Continuously update the Project SEARCH portal to maintain intern experiences and outcomes records
- Partner with local businesses and industry to ensure that interns are trained to meet their workforce needs
- Keep current and accurate records of interns' progress and attendance consistent with West-MEC policies
- Respond to requests for student information in an effective and timely manner
- Provide onsite supervision of Job Coaches
- Attend West-MEC staff in-services and professional development events
- Other duties as assigned

Knowledge and Skills:

- Knowledge of West-MEC district policies and procedures
- Experience working with individuals with intellectual/ developmental disabilities
- Knowledge with developing modifications and accommodations for individuals with intellectual/ developmental disabilities in workplace settings
- Knowledge for developing inclusive communities
- Ability to prioritize tasks and responsibilities
- Excellent problem-solving skills
- Skill in establishing effective working relations with coworkers and business partners
- Skill set in job placement of interns in workforce

Requirements:

- Bachelor's Degree in Education
 - Special Education Certificate and/ or job development experience preferred
- Five or more years of teaching or industry experience
- Ability to work flexible hours
- 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: 07/20/2022

Application Procedure:

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

Include:

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

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.