

# Project SEARCH Instructor

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months, extra days and minutes at the contracted daily rate of pay may be available.

FLSA STATUS: EXEMPT

---

## Position Summary

The individual selected for this licensed teaching position will serve as the lead instructor for a Project SEARCH. The Student Services Division (SSD) will work with the host business in order for students with an Individual Education Program (IEP) to gain job skills and work experience. The person selected for this position is directly responsible to the Director of Special Education Programs and Projects, SSD, Academic Unit.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Identify internship sites within the host business so that students can participate in a variety of work experiences in order to build marketable, competitive skills leading to employment.
2. Develop sites that will increase job specific skills, work quality and productivity.
3. Coordinate travel training (when appropriate) through public transportation or teach students to be able to access private transportation independently.
4. Coordinate Advisory Committee meetings with all partners represented including parents/guardians.
5. Develop job-training plan with stakeholders and appropriate support personnel.
6. Develop linkages among agencies to assure effective transition from school to work or from current placement to successful community employment.

7. Schedule, plan, and implement monthly written communication with parents/guardians and other parties.
  8. Schedule, plan, and implement Open Houses to publicize the program and recruit potential candidates.
  9. Maintain effective lines of communication between business liaison, students, job coaches, school personnel, and parents/guardians.
  10. Develop and maintain information and resources for school-based teachers and administrators.
  11. Attend IEP meetings for possible student recruits.
  12. Recruit and interview appropriate students with disabilities for Project SEARCH program.
  13. Provide direct instruction to students.
  14. Perform other duties related to the position, as assigned.
- 

## **Position Expectations**

1. Demonstrated working knowledge of federal, state and local mandates.
  2. Demonstrated working knowledge of special education services and programs in the Clark County School District.
  3. Demonstrated high level of self-confidence, initiative, and self-direction.
- 

## **Position Requirements**

### **Education and Training**

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) years of successful classroom teaching.
3. Demonstrated experience in utilizing basic computer programs (Microsoft Word, Google products, Excel, PowerPoint).
4. Successful performance in position held at time of application.

### **Licenses and Certifications**

Must possess or be able to acquire by time of appointment to the position, a special education license issued by the Nevada Department of Education (NDE) and have attained Highly-Qualified Teacher Status.

### **Preferred Qualifications**

1. Experience in job development/placement/transition services.
2. Knowledge of current best practices in the field of supported employment.

3. Experience in building community trust, developing effective community relations plans, and gaining public consent.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

---

### **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

### **Job Revision Information**

- Revised: 08/31/21
- Created: 01/13/06