



## SSS Teacher - Project SEARCH

### Job Overview

The job of the Project SEARCH teacher was established for the purpose(s) of providing support to the instructional process by serving as a teacher with specific responsibilities for developing success for special education students in the areas of academics, interpersonal skills, and activities of daily living and post-secondary transition.

The Project SEARCH teacher will help develop and coordinate the Project SEARCH program and provide classroom instruction for enrolled students. The Project SEARCH teacher delivers the employability skills curriculum and works with each student's team to reach the goal of employment in the community. The teacher collaborates with other professional staff, site staff, and administrators in addressing instructional and/or internship issues; and responding to a wide range of inquiries from student's parents or guardians regarding programming and student progress by collecting and analyzing data.

This job reports to the Student Support Services Transition 2 Curriculum Specialist.

---

### Essential Functions

- Recruit appropriate and qualifying students for Project SEARCH program.
- Participates on the committee that reviews applications and the evaluation process for Project SEARCH.
- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established internship and classroom objectives.
- Participates in a variety of meetings, including IEP meetings for the purpose of conveying academic and post-secondary preparation services as defined by IEP goals & Transition planning. While assessing student progress towards goals to provide feedback to all stakeholders involved.
- Tracks attendance related to student's internship and classroom work.
- Facilitate regular Employment Planning Meetings with students, families, and agency personnel to determine career interests, specific job preferences, skills, and abilities to design an individualized approach to job development.
- Identify and problem solve solutions for challenges that interfere with completion of Project SEARCH and gaining and maintaining employment.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Adhere to all state, federal, and local laws as well as school board policies to ensure students have a positive learning and working environment.
- Assist with research, planning and execution of district events/trips promoting employment, vocational, and independent living skills for students.
- Coordinate and utilize WCS bus transportation and/or approved public transportation to facilitate community-based instruction and arrival/departure from home to site as well as independent travel training when appropriate via public transit.
- Use assessment tools to evaluate student job progress, communicate with the team, and identify skill/task development.



- Develop resumes/portfolio for each student that document measurable skills gain, internship experiences, and certifications gained, recommendations, etc.
- 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.
- Continuously updated the Member Portal to maintain records of staff changes, student experiences and employment outcomes including jobs gained, wages, hours worked per week, benefits taken, etc.
- Actively participate in Project SEARCH Steering Committee and onsite team meetings.
- Work with the business liaison, onsite team, and job developer (external) to secure competitive, integrated employment at the host business or in the community
- Other duties as assigned

**Working Environment**

This job is performed in an office setting and in the community at local businesses. Generally, the job requires 10% sitting, 50% walking, and 40% standing,

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Travel to job sites in the community is required. Home base site will be determined by supervisor.

**Qualifications**

**Minimum experience:** Job-related experience with increasing level of responsibility.

**Minimum education:** Bachelor’s degree in related field required

**Required Testing:**  
None Specified

**Required Certificates and/or Licenses:**  
Teachers Certification and/or License  
461 Endorsement Required

**FLSA Status:**  
Exempt

**Continuing Education/Training:**  
Maintain Licensure

**Clearances:**  
Criminal Justice Fingerprint/Background  
Clearance/Proof of Tennessee Residency

**Employee Type:**  
Certified

Pursuant to the Williamson County Board of Education’s policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state or local laws in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.