

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Project Search Teacher

Department: Instruction

Calendar: Teacher Calendar (200 days)

Grade: Teacher Salary Schedule

Reviewed: July 2021

Reports to: Coordinator of Special Populations

Purpose of Job

The purpose of this job is 1) To identify students' strengths, interests, and abilities related to skill acquisition, job development and placement. 2) To seek an appropriate community job site consistent with the students interests and skills. 3) To determine and refer to appropriate community support services for training and successful employment. 4) To work with local business and industry to meet their employment needs.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or allinclusive.

- Recruit appropriate students with disabilities for the Project SEARCH program (ages 18-22, last year of high school)
- Attend IEP meetings for possible student recruits
- 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 and leading to employment.
- Develop sites that will increase job specific skills, work quality and productivity
- Plan with students, families, and agency personnel to determine career interests, specific job preferences (hours, location, etc.), skills and abilities to develop an individualized approach to placement.
- Identify and create solutions for behavioral concerns that interfere with gaining and maintaining employment.
- Instruct students to learn employability skills such as communication, problem solving, and teamwork, grooming, budgeting and self-advocacy.
- Monitor and record daily attendance at work sites; teach students to independently inform departments of absences/tardiness
- Give appropriate grades based on participation, skill development, attitude, etc.
- Assess students on a daily/weekly basis and layer additional skills.
- Coordinate travel training (when appropriate) through public transportation or teach students to be able to access private transportation independently.
- Develop work portfolios for each student to include credentialing of skills attained, letter of recommendations from internship sites, etc.
- Collect data on student outcomes including jobs gained, wages, hours worked per week, benefits taken, etc.
- Coordinate Advisory Committee meetings with all partners represented including parents.
- Perform specific job analysis, task analysis, and job matching activities.
- Develop linkages among other agencies to assure effective transition from school to work or from current placement to successful community employment.
- Coordinate internal job placement opportunities within the host business and resulting accommodations, and necessary job supports for students.
- Develop job development training plan with consumers and appropriate support personnel.
- Coordinate job trainer/coach activities.
- Refer students to appropriate agencies for support and services related to successful employment.
- Develop Summary of Performance Plans with each exiting student.
- Attend appropriate Project SEARCH team meetings

- Plan and implement monthly staffing for each student participant with appropriate parties including the VR Counselor and parent.
- Communicate internship placements with other Project SEARCH team members.
- Schedule, plan and implement monthly written communication with parents and other parties.
- Schedule, plan and implement Open Houses to publicize the program and recruit potential students.
- Coordinate job coaches(when applicable) for student internship sites and competitive placements
- Communicate regularly with business liaison, job coaches for student progress and issues.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A Bachelor's degree from an accredited college or university.(Masters Preferred)
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.
- Specialized training in and demonstrated knowledge of wide range of behavior management skills utilized in classrooms with special needs students.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature	Employee's Munis Number	Date
-----------------------------	--------------------------------	-------------

-