

# Project SEARCH® Instructor

## Position Details

Job Code: C8260

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule](#)

FLSA STATUS: EXEMPT

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## 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 will be expected to adhere to the Clark County School District (CCSD)'s *Professional Domains and Standards for Licensed Employees* and is directly responsible to the Director of Special Education Programs and Projects, SSD, Academic Unit.

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## Essential Duties and Responsibilities

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

1. Identifies 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. Develops sites that will increase job specific skills, work quality and productivity.
3. Coordinates travel training (when appropriate) through public transportation or teaches students to be able to access private transportation independently.
4. Coordinates Advisory Committee meetings with all partners represented including parents/guardians.
5. Develops job-training plan with stakeholders and appropriate support personnel.

6. Develops linkages among agencies to assure effective transition from school to work or from current placement to successful community employment.
  7. Schedules, plans, and implements monthly written communication with parents/guardians and other parties.
  8. Schedules, plans, and implements Open Houses to publicize the program and recruit potential candidates.
  9. Maintains effective lines of communication between business liaison, students, job coaches, school personnel, and parents/guardians.
  10. Develops and maintains information and resources for school-based teachers and administrators.
  11. Attends IEP meetings for possible student recruits.
  12. Recruits and interviews appropriate students with disabilities for Project SEARCH® program.
  13. Provides direct instruction to students.
  14. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Demonstrated working knowledge of federal, state and local mandates.
  2. Demonstrated working knowledge of special education services and programs in CCSD.
  3. Demonstrated high level of self-confidence, initiative, and self-direction.
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## **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**

1. 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.
2. A valid driver's license or state-issued identification card.

## **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.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 11/12/24
- Created: 01/13/06