



JOB DESCRIPTION

Job Title:	Teacher for Project Search	Wage/Hour Status:	Exempt
Reports to:	Director of Curriculum and Instruction Special Education and Special Services	Pay Grade:	TBA
Dept/School:	Special Education and Special Services	Date Revised:	November 18, 2024

Primary Purpose

Interact effectively with each component of Project Search to respond to the unique needs of each student. Assist with the implementation of the IEP transition goals and objectives for all students with disabilities. Prepare students for out-come based results in the areas of school to work, post-secondary education, vocational education, integrated employment, adult services, community living and self-advocacy.

Qualifications

Education/Certification

Bachelor's Degree
Valid Texas Teacher Certification, Special Education

Special Knowledge/Skills

- Ability to work with disabled children
- Provide own transportation
- Knowledge of IEP secondary transition requirements
- Demonstrated ability as a classroom teacher working with children with disabilities
- Strong organizational, communication, public relations, and people skills

Experience

Three (3) years teaching experience in special education

MAJOR RESPONSIBILITIES AND DUTIES

1. Attends ARDs for all incoming eligible-special education first-year students and develops transition goals and objectives to develop graduation plans and career planning.
2. Participates in the ARD/IEP meeting to monitor graduation plans and career planning for students with disabilities. Collaborate with school counselor to provide Academic Achievement Record/credit check.
3. Monitors student performance, progress, and attendance and provides necessary assistance to ensure maximum student achievement toward graduation by implementing the skills and strategies (tutoring and interventions) to assure student success.
4. Serves as Teacher of Record for students in the work-study program and is responsible for group or individual instruction, monitoring progress, and assigning grades.
5. Makes appropriate agency connections and referrals providing information to parents and students with disabilities to include gathering current documentation, staying in compliance, documenting students' progress, contacting students by phone, mail, job site, and/or home visits, and making agency referrals, as appropriate.
6. Serves as liaison between local business and student's campus or school; becomes familiar with local job market, educates local businesses about agency programs, goals, and employment incentives.
7. Teaches students with disabilities independent work skills; job search skills necessary for employment, such as, interviewing techniques, dressing appropriately, completing applications, writing resumes.



- 8. Models' appropriate communication and social skills and assist students in understanding appropriate attitudes, behaviors, and communication skills necessary for success in educational and work environments leading to self-advocacy.
- 9. Provides graduating seniors or age-out students with a Summary of Performance at "Exit ARD".
- 10. Works with Job Coach to ensure student safety and success.
- 11. Performs assigned duties for school year and teaches in the classroom during summer school session.

Student Management

- 13. Counsels with students and parents regarding academic and social progress
- 14. Acts as a positive role model for students; supports mission of school district
- 15. Works with the principal, counselor, and supervisory staff in identifying and solving problems related to students with disabilities.

Policy, Reports and Law

- 16. Upholds and enforces school rules, administrative regulations, and Board policy.

Communication

- 17. Establishes and maintains open lines of communication by conducting conferences with parents, students, principals, and teachers.
- 18. Maintains a professional relationship with colleagues, students, parents, and community members.
- 19. Uses effective communication skills to present information accurately and clearly.
- 20. Attends school sponsored open house and parent conferences.

Professional Growth

- 21. Participates in staff development activities to improve job-related skills.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintains emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Moves small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. Occasional prolonged and irregular hours; occasional districtwide and state travel.

Terms of Employment

190 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

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The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.