FRANCIS TUTTLE

Part-time Personnel Job Description

Job Title: Part-time Work Skills Trainer
Date: November 23, 2026
Department: Skilled Trades/Project SEARCH
Prepared By: Stacie Maple
Reports Directly To: Project SEARCH Instructor/Coordinator

Position Closing Date: Open until filled.

Job Group: Part-time, 20-29 hours
10-month (August 1 through May 31)
Hourly Wage: $16.00/hr

☐ Exempt ☐ Certified
☒ Non-Exempt ☒ Grant Funded

Primary Function of Position:

Responsible for providing training and support for student interns to ensure success during worksite rotations. Responsible for job development and placement of student interns.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Responsibility, and Respect.

Essential Job Functions:

1. Provides individualized support for student interns at the host business worksite rotation which includes but is not limited to job coaching, building natural supports, identifying job accommodations and assistive technology.
2. Provides job development support for student interns being placed in competitive employment including but not limited to attending job orientation with the interns.
3. Maintains effective and frequent communication with the Project SEARCH instructor/coordinator as it relates to the student interns being trained.
4. Provides, completes, maintains, and updates high quality specific job analysis, task analysis, and job matching activities and provides all documents to the Project SEARCH instructor/coordinator.
5. Carries out the steps of the job coaching plan with the student intern and other parties, as appropriate.
6. Works with student interns and Project SEARCH instructor/coordinator to problem solve issues related to training and employment.
7. Assists student interns in the development of resumes and completion of job applications.
8. Practices positive reinforcement techniques with student interns.
9. Assists Project SEARCH instructor/coordinator with training and reinforcement in the classroom as needed.
10. Attends required training to become knowledgeable of strategies and current best practices in the field of supported employment.
11. Effectively uses technology to complete tasks and duties.
12. Adheres to and promote standards of the host business and/or competitive work site in order to promote job productivity, efficiency, and student intern success.
13. Builds and maintain a positive rapport with host business department supervisors and co-workers of the student intern.
14. Adheres to deadlines for submitting and completing appropriate job coaching paperwork including but not limited to weekly job development forms and weekly progress evaluations.

15. Transports students in a district vehicle to and from the assigned hospital site, other work-based learning and community service experiences.
16. Recognizes and act on the legal responsibilities concerning the safety and welfare of the student interns.
17. Collaborates with partners to determine long-term support needed to retain employment.
18. Attends and participate in monthly partner meetings.
19. Attends and participate in professional growth activities such as conferences and in-service meeting.
20. Attends and participate in department and district meetings, in-services, and professional development.
21. Maintains professional competence.
22. Performs such other duties and tasks as may be assigned.
23. Ability to be present on the job as described under working conditions and contract details.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- This position requires both possession of a valid Oklahoma Driver's license and the ability to independently drive to meetings, training locations, and other District campuses. The employee must also remain in compliance with District driving record policies.
- Five years of recent experience working with individuals with disabilities is preferred.
- Recent experience as a job coach or trainer is preferred.
- Experience in educational setting a plus.
- Ability to work independently with limited supervision and direction.
- Ability to understand and meet critical deadlines.
- Proficiency in all Microsoft office components (Excel, Word, PowerPoint), e-mail, and the internet is essential.
- Ability to consistently deliver superior customer service.

Working Conditions: This position requires working both indoors and outdoors while supervising student interns using tools, supplies, and equipment relevant to the specific training. This may include the use of chemicals. Must be able to provide documented evidence of current vaccinations and/or required tests as required. This position also begins and ends each workday on the Rockwell campus and requires daily transportation of students to offsite campuses, including but not limited to, Mercy and Integris Hospitals. Reliable, dependable, and punctual attendance is essential. This is not an exhaustive list and reasonable accommodations will be made as needed.

Safety-Sensitive Duties: In accordance with Oklahoma law, the District considers employees performing safety-sensitive duties to be in safety-sensitive positions. Such duties include, but are not limited to, the handling, packaging, processing, storage, disposal or transport of hazardous materials; the operation of a motor vehicle, other vehicle, equipment, machinery or power tools; repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage; performing firefighting duties; the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution; the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component; dispensing pharmaceuticals; carrying a firearm; or direct patient care or direct child care.

Employees performing safety-sensitive duties are subject to the District's zero-tolerance drug and alcohol standard and applicable District procedure.

Organizational Relationship: Part-time, non-exempt personnel position assigned to the office of the Instructional Director of Skilled Trades. Directly reports to the Project SEARCH Instructor/Coordinator who is responsible for supervision.

Contract Details: Part-time, ten-month (working August1 through May 1), grant funded contract subject to annual renewal. Working days and hours are Monday through Friday, working 20-29 hours per week, not to exceed 29 hours per week.

Benefits:

Francis Tuttle offers part-time employees, hired by the board of education in a regular, ongoing part-time position working a minimum of 20 hours per week, health and dental options covered at 50%, accrued paid time off for sick leave/school closure periods, and 100% pension contribution into the Oklahoma Teachers Retirement System.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625
Only persons of interest will be contacted.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

Equal Opportunity E-Verify Employer