

PROJECT SEARCH TEACHER



Department:	Special Education
Reports To:	Site Administrator
Group/FLSA Status:	Certified Staff (CSA) / Exempt (Professional)
Revised:	2/26/2026

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Project SEARCH Teacher is responsible for developing, coordinating, and delivering the Project SEARCH program to support students with disabilities in achieving competitive, integrated employment. Under the direction of program leadership, the instructor provides employability skills instruction, oversees internship experiences, and ensures implementation of each intern's IEP and transition goals. The primary objective of the position is to prepare students for successful employment by coordinating individualized supports, collaborating with business and community partners, and aligning instruction, internships, and services to measurable employment outcomes.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Recruit appropriate students with disabilities for Project SEARCH program;
- Attend IEP meetings for possible student recruits;
- Responsible for implementing the supports and services of the student's IEP and reporting progress on annual goals in accordance with state guidelines;
- Connect students to appropriate community services such as State Vocational Rehabilitation Services or local Developmental Disabilities agencies through referral and eligibility processes;
- Identify internship sites within the host business to identify internships that build a repertoire of marketable skills that lead to competitive, integrated employment;
- Ensure that internships include measurable skills attainment that is assessed according to productivity, quality, and safety benchmarks;
- Facilitate regular Employment Planning Meetings with interns, 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;
- Use universal design concepts to design and implement accommodations and adaptations needed at the internship sites;
- Use VocFit and other assessment tools to evaluate intern progress, communicate with the team, and identify additional skill/task development;
- Assess intern progress frequently, communicate that progress regularly to the intern's team and make instructional and training adjustments and provide interventions for interns who are not making progress;
- Develop resumes/portfolios for each intern that document measurable skills gain, internship experiences, any 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 update the Member Portal to maintain records of staff changes, interns' internship 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;
- Coordinate and schedule onsite skills trainers to meet the support needs of the interns;
- Work with the business liaison, onsite team, and job developer (external) to secure competitive, integrated employment at the host business or in the community;
- Coordinate travel training (when appropriate) through public transportation or other available transit methods;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Demonstrated ability to employ a variety of instructional strategies that connect the curriculum to the learner;
- Knowledgeable of current best practices in the field of transition and supported employment;
- Experienced in differentiating lessons and settings to meet the needs of interns and their varied learning styles;

- Effective interpersonal communication skills that promote relationship-building with interns, families, host business staff, Project SEARCH team members, and other community agencies;
- Organizational ability, self-directedness, and initiative when given a variety of responsibilities and assigned tasks;
- Ability to make decisions and problem-solve within a team of service providers.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Minimum of a Bachelor's degree;
- A minimum of two years successful, recent, and relevant experience as a classroom instructor for youth with intellectual and developmental disabilities at the secondary level.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Teaching License from Department of Education as Special Education Teacher;
- Must possess a Special Education Certificate with a Transition to Work endorsement;
- Valid Driver's License;
- This position works onsite at partner healthcare facilities. Employees must comply with all host facility requirements for access and employment, which may include required immunizations or vaccinations.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Administrator;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.