

TUCSON UNIFIED

SCHOOL DISTRICT

CODE: 34722
UNIT: TEACHER
FLSA: EXEMPT - Teacher

CLASSIFICATION

EXCEPTIONAL EDUCATION TEACHER-JOB DEVELOPMENT INSTRUCTOR

SUMMARY

This position develops programs for on the job training (OJT) placements in the community for secondary Exceptional Education students in an assigned school(s), provides such services as are necessary to support students in these placements, teaches classes that support college and career readiness, and provides readiness for employment. The Exceptional Education Teacher-Job Development Instructor will teach classes in area(s) of qualification, and other related duties as required.

MINIMUM REQUIREMENTS

Special Education Teacher Certificate

Structured English Immersion (SEI) endorsement

Arizona IVP fingerprint clearance card

Knowledge of IDEA requirements.

Experience working in an educational setting with students with disabilities

Knowledge of transition requirements for students with disabilities.

Experience in public relations and ability to relate to a variety of potential employers.

Knowledge of the community including governmental bodies, civic organizations, business and industrial firms.

Ability to utilize vocational evaluations for individual students in vocational planning.

Ability to accommodate a flexible schedule and handle work load in a self-directed fashion.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Independent means of transportation.

PREFERRED QUALIFICATIONS:

Experience in vocational rehabilitation.

Experience in job development for persons with disabilities.

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubella (measles) and rubella (German measles), or proof of MMR immunization.

Valid AZ Driver's License required within 10 days of hire. Must not have accrued eight points against driver's license within the past two years.

Reliable mode of personal transportation with evidence of auto insurance policy. Must submit evidence of insurance of \$30,000 bodily injury liability & \$10,000 property damage liability. Coverage must be valid throughout term of employment.

ESSENTIAL FUNCTIONS

LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Teaches classes that support Career & College readiness, or in area of qualification as required by school site.

Develops specific on-the-job training objectives for students with disabilities on the basis of Individualized Education Plans (IEP's), updating at least quarterly. Sends reports on student progress quarterly to parents and contributes to reevaluations every three years for continuing students.

Contacts businesses, industries and the public sector for placement opportunities for students with disabilities.

Supervises assigned OJT students on a regular basis after placement on the job.

Targets appropriate students for OJT opportunities (on the basis of IEP recommendations), obtains necessary documentation and permissions as required by federal and state law, and District policies and procedures.

Works with case manager in in setting up and completing vocational evaluations.

Utilizes student competencies for job placement considerations.

Assists students in acquiring job entry skills including, but not limited to, filling out applications, interviewing, and attitudes and behaviors appropriate to the workplace.

Establishes a rapport with employers and assumes responsibility for day-to-day communications.

Assists in solving transportation related problems.

Demonstrates and teaches job skills including but not limited to the use of tools and safety equipment, and production requirements used in work settings.

Acts as case manager and attends IEP's and other meetings on assigned students.

Maintains a listing of those students for whose service requirements he/she is responsible and reports to appropriate Exception Education personnel monthly.

MENTAL TASKS

Communicates – verbally and in writing. Reads. Analyze and evaluate student progress and course curriculum. Develop, implement and evaluate plans. Manages classroom. Promotes learning and ensures safety. Perform functions from written and oral instructions and from observing and listening to others. Evaluate written materials to include written assignments and tests.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses blackboard, whiteboard, easel, bulletin board, chalk, markers, and office or instructional equipment, such as telephones, fax-machines, computers and associated technology. May use hand tools and operate power-driven machinery.

WORKING CONDITIONS

Indoor - classroom environment. Outdoor - all weather conditions and temperatures. Contact with the public, employees, children and parents. Exposure to noise, dusts, gas and fumes.

CONTROL, SUPERVISION

Monitor control of students, volunteers and/or assistants in the classroom, playground, field-trips, lunchroom, library, school buses and other areas.

M: Comp and Class/JOB34722
New 8/29/94
Revised: 5/10 (added requirements after hire only)1/11, 5/13, 4/14
Updated: 10/2016 (FLSA status)