

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Project SEARCH Teacher/Transition Teacher
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Mississippi Educator License with appropriate endorsement 2. Such alternatives to the above qualifications as the Board or superintendent may find appropriate and acceptable. 3. Bus Driver Certification
REPORTS TO:	Principal/Director or designee
JOB GOAL:	To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students to increase student outcomes.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required regarding progress monitoring, job performance
10. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
12. Assists the administration in implementing all policies and rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
13. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
14. Plans and supervises purposeful assignments for teacher aides, teacher assistants, volunteers and, cooperatively with department heads, evaluates their job performance.
15. Strives to maintain and improve professional competence and perform duties with little direct supervision.
16. Attends staff meetings as required.
17. Performs other tasks as assigned by supervisor.

Tupelo Public School District

18. Develop a work portfolio for each student to include credentialing of skills attained, letter of recommendation from internship sites, etc
19. Demonstrates loyalty to the school, school system and administrators.
20. Develops Job Development Training Plan with students and appropriate support personnel.
21. Collect student data on student outcomes including jobs gained, wages, hours worked per week, benefits taken, etc.
22. Develops, implements and maintains Individual Education Plans for assigned students.
23. Utilizes a variety of teaching strategies and resources including but not limited to Project Search resources.
24. Provides adequate information, plans and materials for job coaches.
25. Performs specific job analysis, task analysis and job matching activities.
26. 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 that lead to employment.
27. Plans with students, families and agency personnel (Mississippi Department of Rehabilitation Services (MDRS), host business and Project Search) to determine an individualized preferences, skills and abilities to develop an individualized approach to placement.
28. Identifies and creates solutions for behavioral concerns that interfere with gaining and maintaining employment.
29. Instruct students to learn employability skills such as communication, problem solving, teamwork, grooming, budgeting and self-advocacy.
30. Provides universal design in the accommodations and adaptations needed at work sites.
31. Monitors and records daily attendance; teach students to independently inform departments of absences and tardies and provides a weekly lunch count to the food services department.
32. Coordinates travel training when appropriate.
33. Coordinates steering committee meetings with appropriate personnel.
34. Develops linkages among other agencies to assure effective transition from school to work.
35. Coordinates internal job placement opportunities with the hospital or host business .
36. Training hospital directors and staff on appropriate accommodations as job supports for students.
37. Coordinates job coach(s) activities.
38. Develop Summary of performance Plans with students.
39. Communicate with families via IEP meetings, telephoning and written communication.
40. Exhibit fundamentals of good public/customer service.
41. Schedules, plans and implements Open House to publicize the program and recruit potential students.
42. Recruits appropriate students with disabilities for Project Search Program.
43. Maintain the confidentiality of students on Project Search caseload.
44. Position is required to account for, coordinate with food services, and document that each student has received lunch each day they are in attendance. Specifically, tracking meal requests and tallying meals provided on a weekly basis is required.
45. Account for student attendance and track this information in SAMS.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to move freely around the classroom and communicate effectively. Additionally, the employee continuously uses hands to grasp items during the day. Employee must meet physical requirements to obtain Mississippi bus driver licenses.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By:		Date:	
--------------	--	-------	--