



Western Maricopa Education Center (West-MEC)

Job Description

Job Title: Project Search Instructor/ Distribution
Project Search Instructor/Hospitality
Project Search Instructor/Luke Air Force Base*

Supervisor: Assistant Superintendent
Project SEARCH Coordinator

Terms of Employment: 12 Months

Salary Range: \$45,000 - \$67,500 Annually

Location: Distribution:
CORE-MARK
8313 W. Latham Street
Tolleson, AZ 85353

Hospitality:
Westgate Renaissance
9495 W. Coyotes Blvd.
Glendale, AZ 85305

Luke Air Force Base:
Luke Air Force Base
7224 N. 139th
Luke AFB, AZ
85309-1552

Essential Duties and Responsibilities:

- Instruct Project Search young adult program utilizing active learning techniques in the classroom; reviews work, evaluates progress, and assesses performance of students; continually develops and refines syllabi and lesson plans to maximize student success and industry employment preparedness
 - Identify students' strengths, interest, and abilities related to skill acquisition, job development, and job placement
 - Customize curriculum, as needed, to address individual learning styles
 - Monitor student worksites and work with team to identify modifications/accommodations as needed
 - Perform specific job analysis, task analysis, and job matching activities
 - Develop work portfolios for each student to include credentialing of skills attained, letter of recommendations from internship sites, etc.
 - Identify and create solutions for behavioral concerns for any students
 - Seek appropriate community job site consistent with students' interests and skills
 - Refer students to appropriate agencies for support and services related to successful long-term employment
 - Partner with local businesses and industry to ensure that students are trained to meet their workforce needs
- Actively participates in the curriculum development process ensuring aligns with industry standards; determines quality resources and materials necessary to meet course requirements, requisitioning them as needed, while working within the established budget; attends advisory meetings with planning and industry partners as needed

West-MEC

- Keeps current and accurate records of students' progress and attendance consistent with West-MEC policies; responds to requests for student information in an effective and timely manner; collects and populates national Project Search database with required program and outcomes data; identifies problems and develops recommendations for improvement through the corrective action reporting process
- All other duties as assigned

Knowledge and Skills:

- Knowledge of West-MEC district policies and procedures
- Experience working with students with intellectual/developmental disabilities
- Knowledge with developing modifications and accommodations for students with intellectual/developmental disabilities in workplace settings
- Knowledge for developing inclusive communities
- Ability to prioritize program issues
- Excellent problem solving skills
- Skill in establishing effective working relations with coworkers and business partners
- Skill set in placement of students in field trained

Preferred Requirements:

- Bachelor's Degree in Education with Special Education Certificate and/or Developmental Education experience or certification
- Two or more years of teaching experience in secondary or post-secondary education setting
- Workplace experience in the area of hospitality or distribution
- Experience working in a collaborative and diverse population
- Ability to work flexible hours
- Ability to lift up to 50 lbs.
- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks
 - *Must be able to pass Luke Air Force Base additional security clearance

Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit on-line application West-MEC.org

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)



Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.