

Job Title: Project SEARCH Coordinator/ Transition Liaison

Supervisor: Director of Exceptional Student Services

Employment Terms: 12 Months

Salary Range: \$76,526-\$89,256; Annually

Location: West-MEC
5487 N 99th Ave
Glendale, AZ 85305

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Follow and implement Project SEARCH Model Fidelity
- Recruit appropriate interns for both the high school and adult levels of Project SEARCH
- Recruit appropriate students for the T.O.P.S. program
- Collaborate on the development and enhancement of T.O.P.S. rotations
- Provide oversight and support for all educational services delivered in the Project SEARCH programs
- Collaborate with the Director of Exceptional Student Services and Project SEARCH Instructors to maintain high-quality internship opportunities at existing and future program sites
- Coordinate with the Director of Exceptional Student Services on all state and national documentation to remain in compliance with Project SEARCH and Rehabilitation Services Administration/ Vocational Rehabilitation (RSA/ VR)
- Coordinate services provided through RSA/ VR
- Identify internship sites within the host business that build various marketable skills that lead to competitive, integrated employment
- Provide substitute coverage for Project SEARCH sites
- Assist the Director of Exceptional Student Services with staff screening, development, and training
- Provide professional development services as needed
- Work collaboratively with district administration in the implementation of program goals
- Develop positive working relationships with member districts and business partners to cultivate future program opportunities
- Formulate short and long-range plans for program development
- Maintain positive relationships with host businesses to develop increasing internship options
- Provide business site mentors with disability training
- Actively participate in Project SEARCH Steering Committee and onsite team meetings

- Support the facilitation of Advisory Council Meetings
- Actively recruit Advisory Council Members
- Partner with local businesses and industry to ensure that interns are trained to meet their workforce needs
- Attend West-MEC staff in-services, events, and professional development
- Other duties assigned

Knowledge and Skills:

- Knowledge of West-MEC district policies and procedures
- Experience working with individuals with intellectual and developmental disabilities
- Knowledge of developing modifications and accommodations for individuals with intellectual and developmental disabilities in workplace settings
- Knowledge for developing inclusive communities
- Ability to prioritize tasks and responsibilities
- Excellent problem – solving skills
- Excellent time management skills
- Excellent interpersonal communication skills
- Skill in establishing effective working relations with coworkers and business partners
- Skill set in job placement of interns in the workforce

Requirements:

- Bachelor’s Degree in Special Education
- Arizona Department of Education Teaching Certificate
- Five or more years of teaching in special education
- 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

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

Closing Date: Open until filled

Start Date: 7/1/2023

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

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

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