



TEXAS A&M UNIVERSITY-SAN ANTONIO
Institute for School and Community Partnerships

Project SEARCH Instructor

The Texas A&M- San Antonio Institute for School and Community Partnerships (ISCP) is a **model institute** partnering with the Texas A&M University - San Antonio and area partners. The Institute's mission is to **transform students through innovative practices, research, and policy**. The Institute's model includes school system transformation, improving services to children for early intervention, and PK-12 district partnerships that prepare students for college and high-demand careers. The Institute is a hub of excellence for understanding and impacting child and youth development through innovative **student-centered** approaches, **career-ready models**, **student-led research**, and high-demand **workforce opportunities for all students**.

Role/Mission:

Under the direction of the ISCP, and reporting directly to the CEO, in accordance with established policies and procedures, the Project SEARCH Instructor's primary role will be to help develop and coordinate the Project SEARCH program and provide instruction for all students enrolled in Project SEARCH. The Project SEARCH instructor will deliver the employability skills curriculum and work with each intern and intern's team to reach the goal of competitive employment for each student. The Project Search Instructor's strong student intervention and differentiation skills will be critical in achieving the overall goals of the Project SEARCH program for student internships. The specific goals and accountabilities of the Project SEARCH Instructor are as follows:

Main Duties and Responsibilities:

- Oversee the day-to-day operations of the Project SEARCH Site.
- Collaborate with directors, faculty in residence, department managers, community organizations, and agencies to ensure the successful planning, execution, and evaluation of the Project SEARCH program.
- 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.
- Provide Project Search employability skills curriculum in the classroom and reinforce in the work setting to develop skills, knowledge and work habits leading to successful employment.
- Use VocFit and other assessment tools to evaluate the progress of interns, communicate including interventions for interns not making progress.
- Make continual updates in the Project Search Member Portal to maintain records such as changes in staff, interns, internship experiences, employment outcomes, wages, hours worked per week, etc.





TEXAS A&M UNIVERSITY-SAN ANTONIO
Institute for School and Community Partnerships

- Actively participate in Project Search Steering Committee and onsite team meetings and coordinate the creation of the agendas for such meetings.
- Work with the business liaison, onsite team, and job developer to assist program completers in securing competitive, integrated employment at the host business or other businesses in the community.
- Monitor program outcomes and performance metrics, make data-driven decisions to improve program effectiveness and impact.
- Participate in recruitment efforts to build subsequent Project SEARCH cohorts and collaborate with the student case manager to inform IEP meetings for current interns.
- Build and maintain positive relationships with students, parents, community partners, agencies, and stakeholders.
- Ensure compliance with all relevant laws, regulations, and ethical standards, maintaining the organization's reputation and credibility.
- Other duties as assigned.

Qualifications and Skills:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate with special education supplement, endorsement, or license.
- A minimum of two years of relevant experience as a classroom teacher or instructor working with youth with intellectual or developmental disabilities at the secondary level preferred.
- Knowledgeable of current best practices in the field of transition and supported employment for individuals with differing abilities.
- Experienced in differentiating lessons and settings to meet the needs of students 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.
- Strong organizational skills, self-directedness, and initiative when given a variety of responsibilities and assigned tasks.
- Ability to make decisions in a timely manner and problem-solve within a team of service providers.
- 18 + transition experience preferred.





TEXAS A&M UNIVERSITY-SAN ANTONIO
Institute for School and Community Partnerships

Working Conditions:

- This program will be housed off-campus at a host business and will require local travel.
- The job requires sound judgment to maintain a safe educational environment for all interns and staff.
- The preceding details are intended to convey information about the job and its responsibilities; however, it is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.
- This is an initial one-year contracted position for the 2024-2025 school year; renewal of the position is contingent upon available grant funding.

Joining The Texas A&M – San Antonio Institute for School and Community Partnerships as the Project SEARCH Instructor presents a unique opportunity to make a significant impact on the lives of students and communities while contributing to the advancement of education. If you have the required experience and skills, we invite you to apply and be part of our dedicated team. **Interested applicants please submit cover letter and resume to Grace Aguirre-Garcia at griselda.aguirre@tamusa.edu.** This posting will remain available until the position is filled.

The Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an equitable and inclusive environment for all Institute employees, district partners and the students served by both.

