



Job Description

Title: Project SEARCH Instructor/Coordinator

Qualification: Must possess a minimum of a Bachelor's Degree in Special Education or a related field.

Reports to: Unicorn Village Academy Principal

Location: Boca West Country Club, Boca Raton, FL

Availability: Immediately

Job Goals:

- Identify each student's strengths, interests, and abilities related to skill acquisition, job development, and placement.
- Seek an appropriate community job site and job tasks consistent with the student's interests and skills
- To work with local businesses and industries, as well as community support services, to meet the students' employment needs
- Take an active role in providing guidance and leadership to skills instructors.

Responsibilities:

- Actively engage each workday, 7:30 am to 3:30 pm. Students will be in attendance from 8:15 am to 2:45 pm.
- Identify internship sites within the host business so that students can participate in a variety of work experiences in order to build marketable, competitive skills leading to employment.
- Develop internships that will increase job specific skills, work quality, and productivity.
- Perform specific job analysis, task analysis, and job matching activities.
- Provide employability skills instruction to students, i.e. communication, problem solving, teamwork, grooming, budgeting, and self-advocacy.
- Provide universal design in the accommodations and adaptations needed at work sites.
- Identify and create solutions for behavioral concerns that interfere with instruction and internship success.
- Coordinate internal job placement opportunities for the students within the host business and resulting accommodations and job supports.



- Monitor and record daily attendance at work sites; teach students to independently inform departments of absences/tardiness.
- Assess students on a daily/weekly basis and layer additional skills.
- Coordinate travel training, when appropriate; provide instruction to teach students to access private or public transportation independently.
- Develop work portfolios for each student to include credentialing of skills attained, letters of recommendation from internships, etc.
- Refer students to appropriate agencies for support and services related to successful employment.
- Collect data on student outcomes including jobs gained, wages, hours worked per week, benefits taken, etc.
- Develop job development training plan and coordinate skills trainer activities.
- Attend appropriate Project SEARCH Steering Committee meetings.
- Plan and implement monthly staffings for each student participant and appropriate parties, including the Vocational Rehabilitation Counselor and parent.
- Communicate internship placements with other Project SEARCH team members.
- Communicate regularly with business liaison and skills trainers regarding student progress and issues.
- Knowledgeable about current “best practices” in the field of supported employment.
- Recognizes and acts on the legal responsibilities concerning the safety and welfare of the students.

Personal Characteristics

- Is an effective role model for students and staff
- Shows enthusiasm and a sense of humor.
- Exhibits a positive attitude.
- Utilizes sound judgment and decision-making skills.
- Works as a productive team member with families, affiliate school, and agency personnel
- Is adaptable in dealing with individual and cultural differences.
- Protects the privacy of individuals and the confidentiality of information unless disclosure serves a professional purpose or is required by law.
- Avoids action that could result in conflicts of interest.

Note: Project SEARCH instructor will be expected to perform other duties as deemed necessary and appropriate.



Evaluation: Job performance will be evaluated in accordance with provisions of UVA policy.

Email resume and cover letter info@unicornchildrensfoundation.org.