



POSTED: 11/2/2018

POSITION: **SKILLS TRAINER - SUBSTITUTE**

DEPARTMENT: Project Search

WORK LOCATION: West Bend Mutual

HOURS: 8:30 am – 2:30 pm
Immediate need to cover next 8-12 weeks (November – January)
Then, as needed

RATE: \$14.00 per hour

Summary:

Provides direct instruction/training to students and supervises the on-site skills training.

Essential Duties and Responsibilities include, but are not limited, to the following.

- Collaborates with the school district teacher in providing the program curriculum related to employment skills and work place culture.
- Assists school district teacher to ensure that education requirements are met, as outlined in the students' IEP plan.
- Assists in providing direct instruction to students in collaboration with the school district teacher.
- Provides direct skills training as needed.
- Works closely with each host business department to ensure that each job placement is thoroughly defined, and is performed to the department's specified quality standards.
- Provides ongoing feedback for each student that includes input from the school district teacher, student, skills trainer, and host business department mentor.
- Completes any required paperwork for each school district related to students' records along with Achieve Employment's case noting.
- Follows all safety policies and procedures.

- **Education and/or Experience:**

Associate Degree and one year related experience and/or training; or equivalent combination of education and experience. Bachelor's degree preferred.

- **Computer / Technology Skills:**

Microsoft Outlook, Word and Excel; Internet Explorer

- **Transportation:**

Essential duties typically require a valid WI driver's license, a good driving record, and access to an adequately insured vehicle.