



## **Project SEARCH Instructor | Milwaukee, WI**

**Creative Employment Opportunities (CEO), a Program of TransCen, Inc.**

**Salary Range: Starting salary of \$55,000 annually, based on experience and qualifications**

**Full-Time | 10-Month or 12-Month Position Available**

### **Are You an Educator Looking for Something Different?**

- ✓ Do you love teaching but find yourself wanting more flexibility, more creativity, and more direct impact on the future of individuals with disabilities?
- ✓ Are you passionate about helping young adults discover their strengths, build confidence, and achieve meaningful employment?
- ✓ Are you looking for an opportunity to use your teaching skills beyond the traditional classroom while still making a life-changing difference?

### **If so, this may be the opportunity you've been waiting for!**

At TransCen, Inc., we believe employment changes lives. We are seeking an energetic, innovative, and mission-driven **Project SEARCH Instructor** to join our team in Milwaukee and help young adults with disabilities successfully transition from school to work.

**This is not your typical teaching position.** You'll teach employability skills, facilitate real-world learning experiences, collaborate with the hospital to establish new and unique internship opportunities, communicate with families, and support interns in achieving the ultimate goal: **competitive integrated employment and greater independence.**

### **Flexible Employment Options**

We understand that talented educators and transition professionals are looking for different types of work schedules. This position may be structured as either a **10-month or 12-month position** based on candidate preference, qualifications, and program needs.

- **10-Month Option:** Ideal for educators seeking a school-year schedule with summers off.
- **12-Month Option:** Ideal for professionals interested in year-round employment, intern recruitment, employer engagement, summer programming, and program development.

### **About Us**

TransCen, Inc. is a national nonprofit organization dedicated to improving the lives of people with disabilities through meaningful work and community inclusion.

Our Wisconsin division, **Creative Employment Opportunities (CEO)**, has been helping individuals with disabilities achieve employment success and community inclusion for more than 30 years. We are a small but mighty team of innovators, problem-solvers, and advocates who believe every person deserves the opportunity to work, contribute, and thrive.

### **What is Project SEARCH?**



Project SEARCH is a nationally recognized transition-to-employment program that provides immersive workplace experiences for young adults with disabilities during their final year of school. Interns participate in internships within a host business while receiving classroom instruction focused on employability, workplace readiness, self-advocacy, and independent living skills.

The goal is simple: **meaningful employment and successful adult lives.**

Learn more at: [projectsearch.us](http://projectsearch.us)

### **Why You'll Love This Job**

- ✓ Teach beyond the four walls of a classroom
- ✓ Watch interns gain confidence, independence, and jobs
- ✓ Build partnerships with the host site and community businesses
- ✓ Collaborate with families, schools, and community agencies
- ✓ See the direct impact of your work every day
- ✓ Be part of a mission-driven team committed to changing lives

### **What You'll Do**

#### **Teach and Inspire**

- Deliver the Project SEARCH employability skills curriculum using engaging, individualized instructional strategies.
- Differentiate instruction to meet diverse learning styles and support needs.
- Reinforce workplace skills throughout internships and classroom activities.
- Assess intern progress and adjust instruction to maximize success.

#### **Support Intern Success**

- Facilitate Employment Planning Meetings with interns, families, school personnel, and adult service providers.
- Help interns identify career interests, strengths, and employment goals.
- Assist interns in creating resumes, portfolios, and professional materials that showcase their skills and experiences.
- Identify barriers to success and develop creative solutions that support positive outcomes.

#### **Build Real-World Learning Experiences**

- Collaborate with Froedtert Hospital departments to identify and develop internship opportunities.
- Ensure internships teach meaningful, marketable skills aligned with competitive employment.
- Monitor and assess skill development through data collection related to productivity, quality, and workplace expectations.
- Utilize assessment tools such as VocFit to evaluate progress and inform instruction.



### **Lead and Collaborate**

- Work closely with school districts, Wisconsin Division of Vocational Rehabilitation (DVR), Family Care, IRIS, employers, and community partners.
- Coordinate and supervise onsite Skills Trainers.
- Participate actively in Project SEARCH Steering Committee and onsite team meetings.
- Maintain records and outcome data through the Project SEARCH Member Portal.

### **Think Creatively and Solve Problems**

- Use person-centered practices and Universal Design principles to create accommodations and supports.
- Analyze data and make informed decisions to improve intern outcomes.
- Advocate for interns while maintaining high expectations for employment success.

## **Who We're Looking For**

### **Required Qualifications •**

Bachelor's degree required.

- Teaching license (special education preferred), transition specialist credential, or related experience preferred.
- Minimum of two years of successful experience working with youth or young adults with intellectual and developmental disabilities.
- Demonstrated ability to use a variety of instructional strategies and differentiated teaching methods.
- Knowledge of transition services, supported employment, workforce development, or related fields.
- Valid driver's license, reliable transportation, and ability to pass a background check.

### **The Ideal Candidate Is...**

- Passionate about helping people with disabilities achieve employment success.
- Creative, innovative, and solutions-focused.
- Organized and able to manage multiple priorities.
- Comfortable collaborating with employers, families, schools, and funding agencies.
- An excellent communicator and relationship-builder.
- A self-starter who thrives in both independent and team environments.
- Committed to high expectations and meaningful outcomes.

### **Bonus Points If You Have...**

- Strong connections within the Milwaukee/Waukesha community
- Experience with employer engagement and job development
- Experience with transition services, vocational rehabilitation, or supported or customized employment
- Bilingual skills (ASL, Spanish)



- Experience using assistive technology and Universal Design for Learning principles

## **Perks of Working With Us**

### **Competitive Benefits Package**

- Medical, dental, and vision insurance
- Retirement plan with employer contribution
- Group life insurance
- Generous vacation, sick leave, and paid holidays

### **Professional Growth**

- Ongoing training and professional development
- Opportunities to learn from national leaders in transition and employment services
- Supportive and collaborative team culture

### **Meaningful Work**

Every day, you'll help young adults move closer to independence, confidence, community inclusion, and rewarding careers.

That's more than a job - it's a chance to make a lasting difference.

## **Ready to Make a Difference?**

Please send your resume and cover letter to [jfuller@transcen.org](mailto:jfuller@transcen.org)

Applications will be reviewed on a rolling basis until the position is filled. A mutually agreed-upon start date will be determined at the time of hire.

## **About TransCen**

Our mission is simple but powerful: **Improving the lives of people with disabilities through meaningful work and community inclusion.**

Join us in creating a future where disability is never a barrier to employment or community participation.

*TransCen, Inc. is an Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are strongly encouraged to apply.*