

GUILFORD COUNTY SCHOOLS

JOB TITLE: SPECIAL POPULATIONS COORDINATOR

CAREER TECHNICAL EDUCATION

GENERAL STATEMENT OF JOB

Coordinates services for special population students to ensure their access to, progression through, and success in the Career and Technical Education programs.

SPECIFIC DUTIES AND RESPONSIBILITIES

Assist school and CTE administrators in identifying programs that need improvement to assist special populations' students in meeting the performance indicators.

Assist school and CTE administrators in providing strategies to improve supplementary services for members of special populations in meeting the performance indicators.

Maintain relevant record keeping and inventory systems related to job responsibilities.

Coordinate with school and CTE administrators, and other service providers to develop an annual plan of work based on the evaluation and needs assessment results to ensure that students within special populations are receiving adequate supplementary services and career planning.

Identify students within special populations each semester, and provide information to CTE teachers and suggest possible teaching strategies.

Coordinate with CDC and assess the characteristics of students using interest inventories, learning style assessments, or similar instruments.

With input from the CTE teachers, individually develop, implement and monitor the CDP.

Participate on the IEP Team for students enrolled in CTE courses, as needed, in the development and implementation of the CTE and transition components of the IEP.

Coordinate special services for special populations students.

Maintain a CTE resource laboratory for members of special populations and CTE teachers.

Assist with transition services for special population students.

Collaborate with CTE teachers and other relevant service providers in providing services to special populations students.

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Coordinate with data managers, IMC, special education, vocational rehabilitation, community agencies, businesses/industry, and others to provide supplementary services to members of special populations.

Facilitate in-service training for school personnel working with students within special populations to improve their abilities and techniques in meeting the special needs of these students.

Monitor the CTE component of the IEP and CDP+ to ensure that appropriate supplementary services are provided and performance indicators are met.

Coordinate work experiences and educational trips for special populations students where appropriate.

Monitor LEA, School, and course demographic and attainment data to assist in determining maintenance and improvement of access, progress, and success of students within special populations in CTE programs.

Assist in assessing the attainment of performance indicators for students within special populations.

Coordinate with CDC, guidance, CTE teachers, and CTSOs to promote recruitment, enrollment, and placement activities for special population students in CTE.

Provide information about CTE opportunities to special population students and their parents.

Attend workshops and meetings designed to enhance job performance.

Network with other Special Populations Coordinators in LEA, region and state.

Treat all students in a fair and equitable manner.

Interact effectively with students, co-workers, parents and the community.

Participate in, upon request, LEA committees designed to plan for various aspects of the total Career and Technical Education program.

Adhere to established laws, policies, rules and regulations.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Minimum of a bachelor's degree with a valid teaching license issued by the NC Dept. of Public Instruction. Must hold or be eligible to hold a license in the area of handicapped-disadvantaged.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, statements, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, statements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local policies and procedures regarding CTE instruction.

Considerable knowledge of School Board policies, procedures and standards.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of education career development.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to assess the effectiveness of programs and activities.

Ability to interpret policies and procedures.

Ability to develop long-range plans.

Ability to effectively express ideas orally and in writing.

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Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments including students, parents, school personnel and members of the business community.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.