

NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER

JOB DESCRIPTION

Special Populations Coordinator

The Special Populations Coordinator works in collaboration with the Administrative Director and serves as a resource person for special needs students attending NWCTC. Principle duties are to provide special needs support services to NWCTC students.

Essential Duties and Responsibilities

- Communicate and collaborate with sending school districts for students that have Individual Educational Plans (IEP)
- Collaborate with educational professionals regarding the needs of the students
- Coordinate the delivery of educational services
- Participate in student meetings including IEP Team meetings and parent meetings
- Organize student IEP's from sending schools and enter into school student information system (CSIU)
- Serve as a contact to teachers, support staff and parents regarding implementation of IEP initiatives
- Plans for and directs other assisting personnel such as aides and paraprofessionals
- Communicate updates and changes to services for special needs students
- Determine that specially designed instruction for students is implemented and manage modifications and adaptations
- Consult with teachers regarding adaptations, modifications or behavior modification plans or interventions
- Provide academic support to students within their career and technical education and academic curriculum
- Administer special projects as deemed necessary by the Administrative Director
- Perform other duties as assigned by the Administrative Director

Special Populations Coordinator must possess:

1. Excellent independent work ethic
2. Intrinsic motivation skills
3. Ability to work cooperatively and effectively in a team environment
4. Effective verbal and written communication skills
5. Good composure in difficult high pressure situations
6. Proven organizational skills
7. The ability to handle a large and varied work load effectively
8. Good personality, appearance congeniality, and rapport in working with staff, students and community
9. Ability to manage time effectively and efficiently

Special Populations Coordinator should have:

1. Appropriate academic instructional certification
2. Computer skills including ability to work with online platforms
3. Excellent credentials

Physical/Environmental Requirements:

The physical demands of this position are representative of those that must be met by an employee to successfully perform the **essential function** of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the **essential functions**.

(O) Occasionally - (OE) Occasionally Essential - (F) Frequently - (C) Continually

While performing the duties of the job, the employee must (F) Sit, (O) Walk, (O) Stand,(O) Sprint/Running,(O) Bend/twist at the neck more than the average person,(O) Bend/twist at the trunk more than the average person,(O) Squat/stoop/kneel,(O) Reach forward,(F) Repeat the same hand, arm, or finger motion many times (e.g. data entry),(F) Hand/grip strength,(F) Drive on the job,(F) Type non-stop,(O) Manual dexterity (e.g. opening items),(F) Use finger dexterity (e.g. typing, manipulative), Lift up to 10 pounds from,(F) Floor to waist, Lift up to 10 pounds from,(F) Waist to shoulder, Lift up to 10 pounds from,(O) Shoulder to overhead, Lift up to 11 to 15 pounds from,(O) Floor to waist,(O) Push/pull 25 to 50 pounds, Examples of items that are pushed or pulled,(O)boxes, tables, wheelchairs Terrain items pushed or pulled on is,(O) Carpeted floor, Terrain items pushed or pulled on is, Terrain items pushed or pulled on is,(O) Tiled floor,(F) Carry 10 to 25 pounds, Example of and distance that items are carried,(F)Computer, briefcase, printer at least 25 yards.

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individuals currently holding this position and additional duties may be assigned.

Certificates, Licenses, Registrations, Other:

Pennsylvania Instructional Certificate -- Special Education

Act 114 (Federal Criminal History), Act 34, Act 151 PA Child Abuse History Clearance, Act 126 (Mandatory Reporter) and Act 71 (Suicide Awareness) clearances as well as valid PA driver's license.

Clearances must be current within 5 years from date of hire and a School Personnel Health Record current within 1 year from date of hire accompanied by Tuberculosis Test Result within 3 months of date of hire.

The Special Populations Coordinator is employed on a year to year basis after an annual review by the Administrative director.

Performance will be evaluated by the Administrative Director on the basis of this job description..

Signature

Date

Signature

Date