



SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Special Populations Coordinator – Newberry County Career Center

FLSA: Exempt

TERMS: Salary in accord with the district salary scale for teachers. Work year is comprised of 190 days per academic year as established annually by the Board.

GENERAL SUMMARY

Coordinates services for special population students to ensure their access to, progression through, and success in the programs offered at the Newberry County Career Center.

ESSENTIAL FUNCTIONS

Works with students who are identified as special populations students under Perkins V:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including low-income youth and adults
- Individuals preparing for nontraditional fields
- Single parents, including single pregnant women
- Out-of-workforce individuals
- Homeless individuals
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who is a member of the armed forces and is on active duty
- Individuals with other barriers to educational achievement, including individuals with limited English proficiency

Promote recruitment, enrollment, and placement activities for special populations students

Evaluate incentives and adjustments to determine if adequate services are being provided to members of special populations in meeting the performance indicators (Perkins V).

Identify students within special populations each semester, and provide information to teachers so that they can support individual needs and strengths.

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 students.

Participate in the Individualized Education Program Team for the development and implementation of the Career-Technical Education and transition components of the Individualized Education Plan (IEP).

Monitor the components of the IEP to ensure that appropriate supplementary services are provided in the Career-Technical Education setting.

Collaborate with Career-Technical Education teachers, general education teachers, Special Education teachers, and other relevant service providers in providing services to special populations students.

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

Attend workshops and meetings designed to enhance job performance.

Coordinate a Career Development Plan for students enrolled in Career-Technical Education programs

Cooperates in developing a program of continuous progress consistent with District goals and objectives to meet the needs, interests, and abilities of students.

Stays informed of changes in District policies and students needs and interests.

Cooperates with other members of the staff.

Maintains accurate, complete, and correct records as required by state or federal law, District policies, and administrative regulations.

Assists in upholding and enforcing school rules, administrative regulations and District Board policies.

Is punctual and responsible in performing all duties and activities as assigned.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Minimum of a bachelor's degree with a valid teaching license issued by the South Carolina Department of Education.

Qualifications may vary from the above requirements to such a degree as the Superintendent determines necessary and appropriate to ensure properly qualified personnel in the position.

Knowledge:

Knowledge of the policies, procedures and activities of the school District which pertain to the specific duties and responsibilities of the position.

Skills/Effort:

Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job.

Working Conditions:

Conducts duties in a school environment with some exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring the lifting/moving of items weighing up to 25 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment.

Responsibility:

Supervises students in a school setting.
No budgetary responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____