

Lead Special Populations Coordinator
New Hanover County Schools

Job Description

Class: **Certified**
Division: **Instruction and Academic Accountability**
Dept: **Career and Technical Education**

TITLE: **Lead Special Populations Coordinator**

QUALIFICATIONS:

1. Valid North Carolina Driver's License.
2. Required: Current continuing professional educator's license in Career and Technical Education or be eligible for Career Development Coordinator licensure.
3. Required: Bachelor's Degree
4. A minimum of five years (5) of related work experience.
5. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Career and Technical Education

JOB GOAL: **Provides and coordinates career development services to students in the New Hanover County Schools. The Work-Based Learning Coordinator works collaboratively with administrators, student service personnel, and teachers to ensure the delivery of career development and exploration services. The Work-Based Learning Coordinator facilitates linkages with parents, business/industry, post-secondary institutions, and community organizations to support students' awareness of career options and postsecondary opportunities.**

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Research, promote, and coordinate participation in work-based learning and career exploration opportunities.
2. Coordinate comprehensive job shadow programs for high school students, including recruitment, education, and evaluation of business sites and students.
3. Facilitate business, education, and community partnerships, including job shadowing, career days, classroom speakers, and industry tours.
4. Serve as the NHCS liaison for the Career and Leadership Development Academy initiative through the Wilmington Chamber of Commerce.
5. Coordinate summer career exploration camps.
6. Supervise middle school career development coordinators.
7. Assist with preparation of grant applications for federal, state, and local funds for CTE programs.

8. Publicize partnership resources and promote CTE initiatives through various communication channels.
9. Attend NHCS CTE Advisory Council meetings as needed.
10. Maintain records and prepare necessary reports.
11. Maintain and distribute the CTE newsletter with information from CTE teachers.
12. Create and distribute CTE marketing materials for career planning and instruction.
13. Plan staff development activities related to economic development and employment.
14. Secure classroom speakers relevant to the curriculum for CTE teachers.
15. Coordinate “Students at Work” and “Teachers at Work” initiatives.
16. Coordinate career development services, promoting career awareness, exploration, and planning.
17. Provide information on postsecondary education programs and employment opportunities.
18. Serve as the Career and Technical Education CCP Liaison.
19. Perform other related duties and responsibilities as assigned by the Director of Career and Technical Education.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: State Teacher Salary Scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of federal, state, and local policies and procedures regarding Career and Technical Education and certification.
- Knowledge of School Board policies, procedures, and standards.
- 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 Career and Technical Education.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to develop and implement appropriate CTE programs.
- Ability to assess the effectiveness of CTE programs and activities.
- Ability to interpret policies and procedures.
- Ability to develop long-range plans.
- Ability to effectively express ideas orally and in writing.

- 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.
- 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.