

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****SPECIAL NEEDS COORDINATOR****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years verifiable experience in successful communication and work with adults and teenagers; or, post-secondary training can substitute at a rate of one hundred twenty (120) classroom hours for each year of required experience; or, college education can substitute at a rate of thirty (30) semester or forty-five (45) quarter hours for each year of required experience providing such education includes four (4) courses in adult education, guidance counseling or effective communication skills.
- (3) Must be at least twenty-one (21) years of age.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of family dynamics and developmental patterns at all age levels. Knowledge of employability skills and the ability to teach them. Ability to communicate effectively both orally and in writing. Ability to type and keep records. Ability to maintain confidentiality. Ability to counsel and assist students and school personnel in the resolution of student problems that relate to performance at school. Testing knowledge and skills. Excellent working relationship with community agencies. Must be knowledgeable of state and federal laws relating to work. Must be compassionate.

REPORTS TO:

Principal of Gadsden Technical Institute

JOB GOAL

To facilitate the educational process for the targeted population to ensure that they have consistent, accessible and enhanced opportunities to learn vocational based skills that will prepare them for and place them in high wage jobs.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

SPECIAL NEEDS COORDINATOR (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

SPECIAL NEEDS COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Plan and develop programs and services for students and adults who are single parent / displaced homemakers and single pregnant women which will enroll them in high wage training programs that will lead to economic self-sufficiency for these heads of households.
- * (2) Establish short- and long-range plans based on student / adult and their family needs and District, state and federal requirements.
- * (3) Plan intervention strategies that are clearly related to identified needs.

Administrative / Management

- * (4) Use appropriate technology effectively.
- * (5) Maintain accurate and current file of community agencies and contact persons.
- * (6) Demonstrate organizational skills, establish priorities and plan for contingencies.
- * (7) Prepare and maintain records and referrals.
- * (8) Interpret policies, programs and procedures related to participation in non-traditional vocational courses which lead to high skill / high wage careers.
- * (9) Recruit program funds from grant writing and community proposals.
- * (10) Recruit job Business Partners from community.
- * (11) Recruit employers to be involved in on-going internship programs.

Assessment / Evaluation

- * (12) Screen applicants for financial need, based on Florida Income Eligibility Guidelines.
- * (13) Assess suitability of applicants selected for training through vocational testing and vocational counseling prior to participants enrolling in vocational program.
- * (14) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- * (15) Access client records on a need-to-know basis and protect their confidentiality.

Intervention / Direct Services

- * (16) Use appropriate intervention and service coordination techniques that address the specific needs of the student / adult.
- * (17) Provide program orientation sessions, presentations to community agencies, schools, neighborhood action groups, etc., to increase general awareness and increase enrollment in program.
- * (18) Provide on-going employability skills training for all program participants.
- * (19) Teach employability skills interactive curriculum (grades 9 to adult).
- * (20) Recruit potential adult clients for vocational training.
- * (21) Assist all participants in job search for up to six (6) months following successful completion of course of study.

Collaboration

- * (22) Facilitate enrollment of non-English speaking applicants through liaison with varied ESOL based programs specific to Gadsden County.
- * (23) Work closely with WAGES, Child and Family Services, and other community-based organizations to ensure program participant potential is maximized and that there is no duplication of service.
- * (24) Facilitate service delivery by home visits, telephone calls and other contacts.
- * (25) Monitor progress of enrolled participants by maintaining contact with instructors and students to assist in overcoming any barriers to on-going learning that might arise.

Staff Development

- * (26) Initiate and participate in inservice training and research relevant to position.
- * (27) Demonstrate professional growth and continuous improvement of professional knowledge and skills.

SPECIAL NEEDS COORDINATOR (Continued)**Professional Responsibilities**

- *(28) Establish and maintain continuous professional relationships with community and social agencies.
- *(29) Keep appointments and follow up on commitments.
- *(30) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(31) Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- *(32) Stay abreast of current job market trends and skills required for entry level jobs and the availability of those opportunities in Gadsden County and surrounding counties.
- (33) Perform other duties as assigned.

Student Growth / Achievement

- *(34) Conduct services in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification. Indicators may include: case history and follow-up reports, test results, professional team interaction and analysis reports, documented interaction, student discipline records, attendance reports and others deemed appropriate by the District and / or required by adopted curriculum.

*Essential Performance Responsibilities